



Board Meeting Minutes

4.19.2018

Attendance: Joanne McCaughn, Brian Frisinia, Jim Hutcheon, Ben Witten, Jaime Rossman, Peter Brown, Sam Green, Laura Love (*Staff Representative*), Grace Cox (*Board Facilitator*), Fern Moore (*Board Coordinator*)

Agenda

- Agenda Review
- Announcements
- Mission Statement
- Commitments Review
- Member Comment
- Committee Reports
- Staff Report
- Hiring Proposal
- Break
- Remodel Implementation Team Board Rep selection
- Accountability Systems
- Executive Session
- Commitments
- Meeting Evaluation

Announcements

- Local Eats Event will be held this Sunday, Earth Day at the Westside Store. If anyone has time to help with the event. Contact Jim if you are available.
- During Spring Arts Walk on April 28th Co-opatopia will be held in the parking lot on 5th and Adams from 2-7 pm
- Laura will be out of town April 24 - May 4th

- Thurston Santo Tomas sister county associations are hosting four folks from Nicaragua in the coming weeks. They are Celebrating the 20th year of the sisterhood with Lincoln school. There are a few public events being held. The seniors of Nicaragua are protesting and marching in the streets protesting cuts to social security as we speak.

Commitments Review

- Fern will forward Board Report Table deadlines to Jim **Complete**
- Grace will send a link to the CCMA conference in Portland **Pending**
- Laura will contact the applicant. **Complete**
- Laura will report to Joanne about CSF Roundup donation totals **Complete**
- Laura will follow up with BPC about Board and Staff attending each others meetings **Complete. Will be discussed at their next meeting**
- Sam will send out a link to Asana, if he does not hear anything back in a week he will move forward with setting up the accounts
In process. The Email accounts were set up by the Co-op yesterday. Sam will set up asana and send out the account info in a week.
- Laura will coordinate with Tech to get Board members domain based emails.
Complete
- Jim will set up a meeting of the Developing Board roles workgroup **Pending**
- Laura will send out a doodle poll asap for the Reconciliation Task Force
Pending

Member Comment

None

Committee Reports

Advocacy - still looking for a time to meet

Co-Sound - has not met

Finance - has not met

Expansion -has not met. Joanne did have the chance to meet with the Facilitator Sophia.

Eco Planning -Held their first meeting and reviewed the history of the committee, professional backgrounds, and how the committee can help fulfill their mission statement and contribute to the success of the Co-op. The committee felt it would be beneficial to move forward by scheduling the next meeting on May 2nd @ 5:15. At that time, the committee will identify two potential ecological improvement ideas and begin to develop a framework for ecological decision-making.

Personnel - The current Staff Coordinator, Tamara is trying to recruit a co-coordinator. The personnel committee feels the need that areas be looked at to be updated or added or supported so that personnel can be held accountable along with staff through defined ways of working together.

Member Relations - They discussed customer complaints and were handed off to the appropriate person to handle. They also talked about food and cakes for the Annual Meeting in October.

Local - They continue to work hard on coordinating the upcoming Local Eats event on Sunday April 22nd at the Westside store.

Standing Hiring - Board members met with Olivia and Erin for training and orientation.

Community Sustaining Fund (CSF) Liaison - They continue to try to get an intern from Evergreen. Peter suggested contacting SPSCC as well.

Delta Force Subcommittee - nothing to report.

Elections Task Force - has not met.

Bylaws Task Force- They believe they will be ready to bring the proposed bylaws to the May Board meeting for review and discussion.

Organizational Health - Submitted a request for feedback on a path forward.

Developing proposal: We propose starting an actual Committee or Task Force to work on the items we have identified as unhealthy parts of our organization. They took this work on to suss out what needs to be done and prioritize it; it turns out that it is not realistic work for two people to do.

We propose the following topics be worked on:

- Accountability – starting with audits of how accountability systems are functioning (Personnel, Conflict Resolution, Evaluations, Humane Resources).
- Communication – how do we fix our broken communication.
- BOD/Staff relationship -how do we increase knowledge and communication around what we are doing and how it fits in with the co-op as a whole).
- Institutional longevity – a lot of folks who have been here a long time are at or near retirement age, what will we do when we don't have the institutional memory in our collective?

Group members: 6 people (3 BOD/3 staff?) +1 support person (facilitate or note taking)

- Special hours (how many staff hours do we envision this work taking?)

- All Board members will review and submit feedback on the Organizational Health proposal draft

2018 Board Retreat Planning - They continue to work on planning and have solidified facilitators. Adam will facilitate the first day and Jayne will facilitate the second day. The Retreat will be held at the South Bay Grange on June 2nd and 3rd from 8am - 4:30 pm.

Developing Board Roles - has not met

Reconciliation Task Force- They had a productive first meeting. Outlined a timeline for the next 12 months.

Staff Report

At the end of March both stores completed inventory. The Hiring proposal was consented to by Staff. Staff are somewhat amused at posters downtown accusing of us being Stalinists regarding the May 1st store closure.

Anti-Oppression CAT is gearing up for new folks to join the group there was a call for interest and 3 people have put their names in. Completed first training for new staff, which is a great intro to our work on the Collective with anti-oppression. More trainings will be coming to the Collective, some through new organizations that we have begun to develop relationship with. Particularly f.a.c.e., they do cultural competency trainings that

are focused on anti-oppression. They also continue to grow the Anti-O library and support staff through difficult situations.

Big Picture CAT as always is constructing Collective meeting agendas. They are also working on preparing for the May 9th all-staff meeting, that will be looking at our consensus practice and staff participation and engagement.

Eval CAT is still understaffed. They are looking to train a back-up person, so that they can serve the Collective in a consented to capacity. They're regularly emailing Staff about upcoming evals, getting feedback, and scheduling evals. They are still hoping for some resolution that will allow more cat members to join so they can continue to grow eval system to the capacity that the Collective needs.

Facilities CAT is working on May 1st project prep in stores and following up with safety concerns.

Finance CAT working on buy-in from the Collective re: Department management training materials and process. They are discussing specifics in the Department meetings.

Labor Systems CAT continuing work on sassy to beeper shifts and the foundational schedule.

Merchandising CAT talked about fixing the logo wear display at the Eastside store.

Outreach CAT set coupons for the upcoming Spoonfuls newsletter. They are continuing to develop the Senior shopping days and coupons. Also they are working on upcoming events: Local Eats, Bike Commuter Contest, Movie Screening Food Chains, Co-opatopia, and Pride.

Training CAT sent 4 people to a finance/tech/pos conference hosted by the National Co-op Grocers. They will also be sending 4 people to the Marketing Matters conference. A Second of a pair of all Staff trainings will be held next Tuesday and Wednesday focused on deescalation techniques.

Working Member CAT is working on customer service and Anti-O training for working members. We have been receiving lots of feedback about mis gendering customers. We are actively trying to educate, and make sure that it's not happening at our registers because it's not in line with our values and mission.

Feedback and Questions:

Joanne asked about safety and if the Board could have access to the safety reports. Laura clarified what the safety report includes.

Joanne asked about taking a tour of the stores.

- *Laura will setup store tours for the Board members*

Remodel Implementation Team Board Rep Selection

The Board approved remodel implementation team proposal which calls for one Rep from the Board. The job could be intensive when the remodel starts. Ben and Joann both expressed interest. After discussion, the group chose Joanne to serve.

Proposal

The Board appoints Joann to serve as the Board Rep on the Remodel Implementation Team.

Consent

The Board also discussed recent proposals sent out via email, in particular one that was blocked by a member of the Board. After discussion the Board member removed their block and changed the position to a Stand Aside.

Proposal

The Olympia Food Co-op endorses Initiative 1-600 and will allow for signatures to be gathered at both stores.

Consent

Stand Aside- Peter Brown

Campaign I-1600 Universal healthcare for WA.

<https://www.facebook.com/photo.php?fbid=10214716242193613&set=pcb.10214716242593623&type=3&theater>

The Board would like to clarify the consent via email process. They would like to task that development work to the Developing board roles workgroup.

- *Laura will send out the consent via email policy to all*

They would also like to clarify how the Board approves endorsement requests. They would like to task that development work to the Advocacy Committee.

Hiring Proposal

Sylvan attended from the Labor Systems CAT to present the recent hiring analysis. The Hiring Analysis and Proposal are created and sent to Staff for approval and then to the Board for final Consent. Then the actual Hiring process can begin.

The proposal is to hire 6 people. Applications will be considered for this hiring cycle if they are received by the end of April. The Co-op always accepts applications.

Feedback and Questions:

Joanne asked about the budgeted labor hours, and why people only work 30 hours. Sylvan answered that 30 hours is full time for full benefits. there have been discussions to change full time to 32 hours, but consensus was not reached.

Proposal

The Board approves the hiring analysis that states we hire 6 people no later than the first week of July.

Consent

Stand Aside- Sam

Accountability Systems

The Board heard a complaint from a Staff member regarding mishandling of personnel issues that greatly affected their health and well being as a worker at the Co-op. These grievances were brought to the Board to hear as they feel that the internal accountability and personnel systems within Staff have failed.

The Staff member requests the following from the Board:

- An audit of our Accountability systems and how the Personnel Committee handled this situation.
- They would like to submit a timeline of their experiences to the Personnel committee for review and receive an apology from Personnel.
- A statement from the Board against harassment, abuse and survivor shaming.

Feedback and Questions:

Grace spoke parts of our system have become toxic. This toxicity is a reflection of our toxic society. We defend silence and confidentiality, and we don't include telling the story. In a collective this leads to backlash.

Grace requests we also investigate and clarify

- How does this organization interpret confidentiality?

Sam spoke to being aware about the Collectives power to self govern. An audit would lead to recommendations that would inform the Collective on proposed changes to the Accountability systems.

Joanne asks about resources for the Board to use for this work.

- *Grace will send the Grievance policy to Joanne*

Next Steps:

A response will be made to the Staff member in a timely fashion, that may include actions to be taken today and or in the future.

The Board entered executive session at 9 pm. The Board reconvened the meeting at 9:35 and Consented to the following plan:

Proposal

The Board approves the following response to concerns brought before them.

Consent

The Board will ask Laura to review the requests as written in the minutes to verify that they are an accurate reflection of what she is asking for and respectfully ask that she let the Board know of any changes within a couple of weeks so that the Board can plan their next steps.

Commitments

- Sam will send out Asana account info and email addresses to all
- Laura will setup store tours for the Board members
- Laura will send out the consent via email policy
- All Board members will review and submit feedback on the Organizational Health proposal draft included in the April Minutes Committee report
- Grace will send the Grievance policy to Joanne

Decisions out of Meeting

1. **Approval of March Meeting Minutes** - Decision made via email

Consent

2. **May Day Request** - Decision made via email

Consent

The [Food Chain Workers Alliance](#) is inviting allies to sign on to a [May Day statement of action](#).

https://docs.google.com/forms/d/1inJUfIDCLAzKvzZKTmfGKm0LPulCvT-t1812ILqjm9Mk/viewform?ts=5aa682fb&edit_requested=true

3. **Farmworker Alliance Request** - Decision made via email

Consent

Request to hang posters at both stores tied to Farmworker Week.

Next Meeting

Bylaws Review

Expansion

Attached Documents

None