



## Board Meeting Minutes

3.15.2018

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

**Absent:** Ben Witten

### Agenda

- Agenda Review
- Announcements
- Mission Statement
- Commitments Review
- Member Comment
- Board Vacancy Application
- Committee Reports
- Staff Report
- Break
- Board Projects
- Executive Session
- Commitments
- Meeting Evaluation

### Announcements

- Ben is unable to attend tonight's meeting.
- Co-op Member and Veteran Zahid was granted permanent residency!

## Commitments Review

- *Fern will forward Board Report Table deadlines to Jim Pending*
- *Laura will contact Sophia from Eco planning Complete*
- *Sam and Ben will communicate about data centralization and task management Pending*
- *Laura will send out a scheduling email for the retreat Complete*
- *Grace will send a link to the CCMA conference in Portland Pending*

## Member Comment

None

## Board Vacancy Application

The Board received one application for the Board vacancy.

There are two terms open; one that expires at the end of this year, and a two year term that expires at the end of 2019.

The Board decided to not fill the two board vacancies at this time.

- *Laura will contact the applicant.*

## Committee Reports

**Advocacy** - A new staff person has applied for a position on the committee, they have a fabulous history in social justice and trade. The proposal to confirm her membership will go to Staff for approval next week. The committee is still trying to schedule a meeting.

Outreach submitted a request to post a Pizza Klatch window cling at both stores.

### Proposal

**The Board approves posting the Pizza Klatch sticker at both stores.**

**Consent**

**Co-Sound-** Reviewed the foundational documents. They are pursuing becoming a 501C6 organization. There was discussion about what shared services they could possibly offer to Co-ops. They also discussed how their work overlaps with Co-operative Development Center and how the two organizations can support one another.

**Finance-** has not met.

**Expansion-** The Expansion site opportunity sub committee was approached about three different properties. There are five sites that we are actively looking at. The Eastside expansion job descriptions have been submitted to Staff for approval. Joanne is interested in serving on the Remodel Implementation Team (RIT) as the Board representative. The Board would like to wait till next month to approve the RIT rep, as Ben expressed interest in that position last month.

**Eco Planning-** scheduling a meeting.

**Personnel-** Discussed ongoing edits to behavioral agreements between two Staff members. They also discussed other minor issues and reviewed the job description of the Personnel Coordinator. A sub committee is working on proposed changes to the Staff handbook.

**Member Relations-** The Annual Meeting 2018 has been scheduled for November 3rd at the Olympia Center. The space has been rented from 10- 4, including setup and break down. The public Meeting will take place from 11-2. The Committee would love to have Board participation at the event. Someone suggested that a Board member give the financial report at the meeting. There is a new Roundup at the register starting this month for the South of Sound Community Farmland Trust (SSCFLT) A Staff member is working with the Senior Center to start a Senior day, and is coordinating efforts to have a bus pick folks up at the Olympia Center and bring them up to the Westside store.

**- Laura will report to Joanne about CSF Roundup donation totals**

**Local-** Continues to plan the *Local Eats* event which will be happening on Earth day, April 22nd at the Westside store. They are looking for Board members to volunteer at the event. There will be 12-15 local vendors in attendance, live music etc.

**Standing Hiring-** has not met.

**Community Sustaining Fund (CSF) Liaison-** CSF is currently looking for an intern. They recently attended the Evergreen intern fair. There is possibly one student interested. Peter suggested approaching the Community College as well.

**Delta Force Subcommittee-** They are pleased with the recent ruling and prepare for an appeal. People here on the Board have talked about reconciliation work etc. Now is the time to start to think about developing those ideas.

**Elections Task Force-** has not met. But they are continuing to look deeper at the logistics with using survey monkey for online voting.

**Bylaws Task Force-** Met 1.5 times since last Board meeting (PSE evacuated the office while they made sure we weren't inhaling toxic fumes). They reviewed Staff suggestions. They also spoke with Corey about his suggestion. The Bylaws task force and Corey agree that, the bylaws already support his suggested changes, and the next step for that is a policy/procedure proposal. They read through by laws and drafted changes. They are going through for final edit and formatting. Next steps: Finish Final Edit and then present the draft to Staff and the Board for feedback. The Task force does recommend that the Board should have a conversation about Section 3 #2 NUMBER, AND TERM #17 ACTION WITH OUT MEETING.

**Organizational Health-** The Task force is completing their review of the Board Support Team job descriptions. They spoke with Fern about evaluating the Board Coordinator job description approved in 2015 and discussed former Board member concerns about the Staff support team job descriptions. They have one suggested change, to move the Board meeting report to Staff; from the Board Coordinator to the Board Rep job description. Laura is drafting a proposal for Board and Staff for feedback/consent. They are also reviewing the BOD/Staff Relations charter and the Organizational Health document and creating a task list. In the review of documents they would like to revive the idea of Board members and Collective members attending each others meetings. All Board Members are interested in pursuing this.

**- Laura will follow up with BPC about Board and Staff attending each others meetings**

**Retreat Planning-** The Board Retreat 2018 date was set by consensus, and is scheduled for the first weekend in June 2 & 3, 2018.

The Goal of retreat: Get the ball rolling on the five-year plan.

First day: Information Building

- Presentation from staff about how organization is run.
- History/data, information base to work from.
- BOD Teambuilding

Second day: Planning

- Strategic & Action Plan
- 5-year plan
- Next steps - Feedback/Presentation to membership

## **Staff Report**

Coordination Action Teams (CAT) reports process consented to by the Collective. Two CATS will report at each Collective meeting. A reporting schedule has been created. Starting with Anti-O and BPC at the May meetings.

A Phone reader was installed at the Eastside Lane 2. We are now able to take apple pay, android pay, Samsung pay, at that one lane. This is a pilot to project to see how customers use it and if we should move forward with installing them West.

There is Construction happening at the Eastside. The City is installing a crosswalk across Pacific. There will be impacts to getting in and out of Lansdale.

The Deli was down for a day because of plumbing issues.

The Inventory schedule is being finalized for inventory at the end of March.

Annual allergy notification was sent out to all Staff from Personnel.

Facilities is working out the logistics of projects to take place during the store closure May 1. Specifically painting at both stores.

Conflict Resolution are starting restorative circles with a dispute resolution center for Staff regarding personnel issues earlier in the year

We are also beta testing a new system for online suggestions on our website.

In recent Collective meetings, Staff reviewed the 2017 End of year financials review. Staff member Max made slides to share the information in different ways. There was also

Questions and Feedback about our Leave/Sabbatical Policy. As well as beginning discussions around a Safer warehouse proposal.

## **Board Projects**

The Board Project list was compiled at the 2017 Board retreat and is a standing agenda item monthly.

Four of the projects have reported in the above Committee reports on their groups progress. *See above Committee Reports*

*2018 Board Retreat Planning-* Jamie, Laura, Brian, add Jim

*Voting Changes-* Jamie, Laura

*Organizational Health-* Laura and Jim.

*Bylaws Task Force*

Other Project progress:

*Information gathering, centralization and reporting - Sam, Ben*

Sam considered two main options; one called Trello, and the one he prefers Asana. It is essentially a shared project list. He showed the Board on the projector what the platform looks like. He would recommend that we use the Domain name to generate email addresses for each Board member. The Board Coordinator would input commitments as tasks.

- ***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***
- ***Laura will coordinate with Tech to get Board members domain based emails.***

*Developing Board Roles-* Jim, Jaime, Brian add Peter and Joann

- ***Jim will set up a meeting of the Developing Board roles workgroup***

*Group norms and communication-* Jim, Brian, Jaime

*Board training / recruitment-* Laura and Brian

The Board would like to move all reports on Board Projects to the Committee Reports agenda item, effective next month.

The Board created a Reconciliation Task Force which consists of Brian, Peter, Joanne, Sam, Jim and Laura.

- *Laura will send out a doodle poll asap for the Reconciliation Task Force*

### **Commitments**

- *Fern will forward Board Report Table deadlines to Jim Pending*
- *Grace will send a link to the CCMA conference in Portland Pending*
- *Laura will contact the applicant.*
- *Laura will report to Joanne about CSF Roundup donation totals*
- *Laura will follow up with BPC about Board and Staff attending each others meetings*
- *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*
- *Laura will coordinate with Tech to get Board members domain based emails.*
- *Jim will set up a meeting of the Developing Board roles workgroup*
- *Laura will send out a doodle poll asap for the Reconciliation Task Force*

### **Decisions out of Meeting**

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

**Consent**

### **Next Meeting**

By Laws Task Force Discussion regarding Section 3 #2 NUMBER, AND TERM #17 ACTION WITHOUT MEETING.

Remodel Implementation Team Rep Selection

### **Attached Documents**

None