



Board Meeting Minutes

10.18.2018

Attendance: Joanne McCaughn, Peter Brown, Jim Hutcheon, Sam Green, Mo Tobin (*Board Facilitator*), Grace Cox (*Fill in Staff Representative*), Fern Moore (*Board Coordinator*)

Absent : Ben Witten, Jaime Rossman

Agenda

- Agenda Review
- Announcements
- Mission Statement
- Commitments Review
- Member Comment
- Deli Expansion
- 2018 Elections and Annual Meeting
- Committee Reports
- Staff Report
- Break
- Round up Proposal
- Board Budget 2019
- Response Letter
- Executive Session
- Commitments
- Meeting Evaluation

Announcements

- Jaime is unable to attend tonight's meeting.
- Ben is also unable to attend.

Commitments Review

- *Joanne and Jim will draft Acknowledging and Listening items from the Board retreat next steps* *In process*
- *Jim will send out a doodle poll for anti oppression training* *Complete*
- *Jaime will send Mo the mock up spreadsheet* *N/A*
- *Jim and Jaime will work on electronic voting mock ups* *N/A*
- *Jaime will draft a policy regarding the bylaws pertaining to reviewing job descriptions* **Pending**
- *Grace will send the appeal out to the Board* *Complete*
- *Fern will contact Tamara with the Boards decision about tabling the proposal till October* *Complete*
- *Joanne is getting Board report for the Annual meeting* *In process*
- *Grace is getting the Staff report ready for the Annual meeting* *In process*
- *Fern will send out the draft candidate flyer to all* *Complete*
- *Sam will send Fern the bylaws changes and Fern will forward on to Signage and Outreach for the ballot mock up* *Complete*
- *Grace will send the RIT notes to Jim and Joanne and get them added to the RIT email thread* *Complete*
- *Grace will forward the 'White Supremacy Culture' article to all* *Complete*

Member Comment

None

Deli Expansion

SEE ATTACHED DOCUMENT #1

Staff and Deli Department Member, Arwen attended to present the latest business plan for the possible Deli Expansion to the Board.

The Deli presented three documents to the Board including:

- Sketch of a floor plan
- Job description
- Cost projections for existing equipment

At last months Board meeting, the Board requested for more details. Staff Member, Rafa attended the most recent Deli department meeting to gather more details. Arwen, Stephanie and Rafa are working on getting the detailed financial projections.

The Deli has been talking to Merchandising team about what retail would suit the square footage available. They are also working with finance about sales projections. Rafa established connections with Green Zebra grocery in Portland, they run a similar format store.

The Deli hopes that by the next Board meeting, they will present flushed out Sales projections. The owner of the building really wants a decision. They are committed to the space and would like to build a solid proposal.

Feedback

The cost of aesthetic renovations, is not included in these plans.

Harry asked if it will be part of the final proposal.

Arwen replied that it has not come up, but knows there will be renovations required. He will ask Facilities for feedback and an estimate.

Peter asked about the old equipment value and what has shifted about the opinion about the overall space.

Creating the floor plan allowed them to see that there is more space than realized. It does meet many needs and wants. It is a daunting project and a lot of work on a tight timeline but the potential is there.

Sam wonders if there is any way to start negotiations with the existing business owner as it could take some time.

Harry has concerns about our enthusiasm with the project, it may be fine to sit down and start that process.

Sam also would like to see the Capital costs spread out over time using financing.

Joanne asked if we have started talking to the other business owner.

Yes, We have and they are excited and do not see it as competition but as collaborators.

Sam does not see this as a risk and the potential gains are huge.

Joanne asked about the downtown office needs and if this space could meet that if the building was to be purchased.

Harry adds that this is complicated. We have two years to figure out how to be landlords.

Is there parking for the vehicle?

*There isn't parking included, but there is affordable leased parking nearby.
The leased parking needs to be included in the overall expenses.*

Next Steps

Harry will check in with the building owner and let him know what progress has been made.

The Deli will present to the Board at the November meeting.

- Arwen will send the files to Fern for the notes

2018 Elections and Annual Meeting

Annual Meeting:

Robyn sent out the final agenda for the 2018 Annual Meeting for the Boards review. We are seeking final Consent on the Agenda tonight.

Proposal

**The Board approves the 2018 Annual Meeting Agenda
Consent**

Joanne reviewed her bullet points for the Board report. The Board provided feedback.

Grace would like to bring up the idea of a Capital Campaign at the Annual meeting. she would like to give a short presentation on the general idea and include examples of what other Co-ops have done.

Jim feels skittish about talking about a Capital Campaign without a planned Campaign.

But agrees we need Capital to expand.

Sam feels the same and supports the idea of mentioning it. It would be helpful to start introducing the idea.

Elections

The end of the 2018 election period is on the next Board meeting night November 15th.

- ***Everyone commits to writing Committee reports and sending them in for the November meeting***

Electronic voting is live! The link to the voting portal is on our website and social media accounts.

- ***Fern will contact Robyn about contacting the candidates with an invitation to the Annual Meeting***
- ***Joanne will send out the draft of the Board report for the Annual Meeting to all for feedback***

Committee Reports

Advocacy - sent a doodle poll to schedule a meeting.

Co-Sound - no report.

Finance – Jaime emailed out Tuesday's Finance Committee meeting notes as well as the current version of the draft 2019 budget. This is FYI-only -- we will start looking seriously at the budget with a subsequent draft next month.

Expansion - There remains some confusion based on the Eastside Remodel Process (ERP). Upon review from the newly formed Remodel Implementation Team (RIT) they realized that in one spot the RIT members will be chosen by the representing Coordination Teams. Alternately, another spot says Staff and Board Consent to the overall membership of the team. The Expansion Committee would like the Board to approve the proposed Remodel Implementation Team composition.

Proposal:

The Board approves the membership of the Remodel Implementation team.

Bradley as Project Manager, Olivia from Merchandising, Grace representing finance, MJ representing facilities and Joanne from the Board.

Consent

- Grace will contact Bradley with the Boards approval of the RIT membership

Eco Planning - There is proposal in process, for Robyn to represent Staff on the Committee.

Personnel - They started the meeting with reading a passage from the White Supremacy document, and then expressed their feelings about it. They are continuing their work on the various Personnel job descriptions. They are still trying to recruit another Staff person to coordinate. There was discussion about hiring out. Some members will be attending an all day training session on human relations. They also had a discussion about a recent Member conflict.

Member Relations - They also discussed a recent Member conflict. They also are making the final plans for the Annual Meeting. There also plans to revisit the tabling guidelines.

Local - The Committee recently participated in an in store Indigenous Peoples Day event, which included sampling products and specials on Local and Indigenous companies. They are also working with Outreach on the Annual Meeting and planning Local Eats on Earth Day 2019.

Standing Hiring - no report.

Community Sustaining Fund (CSF) Liaison- The Sustaining Fund is in the Fall grant cycle. They are also working on getting the register round up as an auto reminder at the registers.

Delta Force Subcommittee - no report.

Organizational Health - They completed 13 Staff interviews. They are compiling a summary report to present to the Board.

Developing Board Roles- They met and discussed ideas are in the process of compiling information.

Staff Report

Staff continues work on the 2019 Budget. This round of Meetings focused heavily on ways to positively impact Version 2 of the budget. It currently is sitting at \$200,000 net cash lost. We want that to change into a \$100,000 net increase. This is done by decreasing Expenses and increasing Sales with out touching Labor. We received last minute bad news on the Health plan, specifically with ongoing medical expenses that are outside of the box. In order to reinsure, our rate will increase a lot and could lead us to exclude expenses. We are in negotiations with the company and with ourselves. The conversations are remarkably favorable.

Staff agreed to holiday hours for Thanksgiving and Christmas day for 2018.

The recent Hiring group that came on Staff in January are reaching the time for them to be proposed to join the Collective. Some have been proposed, others are in process. The New Staff that came on in July are all doing really well.

Third quarter statements have been completed and you will see those by next meeting. We are off the NCG watch list and got our \$30,000 back. Our contribution to the JLF is back to 8%.

Round Up Proposal Capital Homecare Cooperative SEE ATTACHED DOCUMENT #2

This proposal was submitted to the Board by the Member Relations Committee. The Capital Homecare Cooperative is not a 501C3 but a Worker Co-operative.

Proposal

The Board approves the Capital Homecare Cooperative Round up proposal.

Consent

Stand aside- Sam Green

Board Budget 2019

Sam would like to propose that we carry the commitments over and work with the number proposed in Version 2 of the Budget or bring it down.

- *Sam, Grace and Jaime will work on the Board budget*

Commitments

- *Joanne and Jim will draft Acknowledging and Listening items from the Board retreat next steps* *In process*
- *Jaime will draft a policy regarding the bylaws pertaining to reviewing job descriptions* *Pending*
- *Arwen will send the files to Fern for the notes*
- *Everyone commits to writing Committee reports and sending them in for the November meeting*
- *Fern will contact Robyn about contacting the candidates with an invitation to the Annual Meeting*
- *Joanne will send out the draft of the Board report for the Annual Meeting to all for feedback*
- *Grace will contact Bradley with the Boards approval of the RIT membership*
- *Sam, Grace and Jaime will work on the Board budget*

Decisions out of Meeting

1. Approval of September Meeting Minutes - Decision made via email

Consent

Next Meeting

Elections Results 2018
Deli Expansion
Planned Giving Strategies

Attached Documents

1. Deli Expansion

Job Description

Olympia Food Coop Vehicle Use Policy

Personal Stops: When there is no potentially Hazardous food in the vehicle or time sensitive deliveries, workers may make stops that are up to 10 minutes.

Vehicle will remain parked at dtl at all times except during the transfer and during deli consented to trips. Workers must immediately return the key to its lockbox after shift.

Vehicle may be used for community organizing purposes with consent from the Deli Collective. An example of this would be bringing food to a shelter meal.

Vehicle must be kept clean. Personal trash and belongings must be emptied at the end of every shift.

Vehicle insurance and registration must be kept up to date and in the car at all times.

Workers must have valid Driver's license

Worker must be sober when operating the vehicle.

Non-staff members may not drive vehicle.

Dtl=down town location

Inter-store Transfer Job Description

- Must be safe and competent driver
- Must be trained in how the deli backstock functions at the East Side

Worker will arrive to dtl at 7am. They will check the handoff from Deli production team of what needs to be transferred to the Eastside and what needs to be brought back (cooking ingredients, store supplies). Worker will then load up the vehicle with all of the soups, salads, sandwiches and accompanying signs and documents for the East side.

When delivering at the East side worker will aid the salad bar worker in back stocking all of the food. Worker will then check the interstore transfer sheet for items being sent to the westside and load up all of that as well as the supplies for the dtl.

Worker will then drive back to the dtl, delivering the deli's supplies and picking up the food for the west side.

After delivering food and the transfer from the eastside, If Gas is below a ¼ tank then it must be refilled before returning to the dtl. When arriving back to the dtl worker will promptly return vehicle key to lockbox.

Questions and comments

Will the downtown location be able to get unfi deliveries?

Should it be apart of the description that the ist person gets a "grocery ist" from the deli folks of things to bring back that can't come on UNFI and of supplies?

Should the ist person be trained to backstock all of the soups and salads at the eastside or should the salad bar worker receive and process the delivery? My concern is the amount of work that would add to the salad bar shift. This could be remedied by adding extra labor. It might be worth it that only deli trained workers do the ist.

Where should the vehicle stay? At the dtl made the most sense to me because it's central and it is where everyone is coming back and forth from.

I organized this so production people would cook the day before so the food would have all night to cool down before being delivered the next day

I had them come back to the dtl after the east side for the west side food for reasons of health code. It would be unnecessarily long in the vehicle if we drove the west side food all the way to the east side and then back. My understanding is that we would not get a refrigerated vehicle.

2. Round Up Proposal - Capital Homecare Cooperative

TO: Olympia Food Cooperative Board of Directors

FROM: Capital Homecare Cooperative (with support from the Member Relations Committee of the Board)

RE: Request for Round Up donation at the registers

Please consider this new Nonprofit Cooperative to utilize our temporary "Round Up at the Registers" for consent. The round up period would be November 1, 2018 through May 31, 2019.

Taken from their application received September 2018:

How does your group or project align with the Co-op's mission statement and goals?

- Follows the Cooperative tenants of democratic participation
- Creating quality jobs for the community
- Advocating for our workers
- Encouraging community outreach and participation

Home Care Cooperative is owned by caregivers, that believe in creating quality employment with living wages to set a new standard for the treatment of caregivers in Thurston County, and to show that empowering the workers in our business can create the best care experience for our clients.

What is your plan for outreach?

- Website advertising and Senior Action Network Website
- Using their mailing lists to send reminders/updates via Facebook, Twitter, and Instagram
- Tabling at local businesses
- Flyers
- Participating in community events during the round up period.

They would like their round up to be 6 months.

PROPOSAL:

THE OFC STAFF AND BOARD OF DIRECTORS APPROVE THE CAPITAL HOME-CARE COOPERATIVE ROUND-UP REQUEST BEGINNING NOVEMBER 1, 2018 through MAY 31, 2019.