



## Board Meeting Minutes

9.20.2018

**Attendance:** Joanne McCaughn, Peter Brown , Jim Hutcheon, Ben Witten, Jaime Rossman, Sam Green, Adam Stocks /Mo Tobin (*Board Facilitator*), Grace Cox (*Fill in Staff Representative*), Fern Moore (*Board Coordinator*)

### Agenda

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

## Announcements

- Jaime will be calling in via phone for the meeting tonight
- Jim put in an application for the 2019 Boston Marathon
- Jaime has a new job at a different state agency. He will be away for a week and half.

## 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* *In process*
- *Mo will add Eco planning staffing to BPC agenda* *Complete*
- *Mo will take on coordinating Board interviews with Staff.* *Complete*
- *Jim will forward the email to Mo* *Complete*
- *Jaime will send Mo the mock up spreadsheet* *Pending*
- *Jim and Jaime will work on electronic voting mock ups* *Pending*
- *Fern will send a a list to Jamie of staff people* *Complete*
- *Jaime will draft a policy regarding the bylaws pertaining to reviewing job descriptions* *Pending*
- *Ben will develop the planned given strategy presentation and present it to the Board* *October agenda*
- *Grace will send the appeal out to the Board* *Pending*

## Member Comment

None

## Deli Expansion

Staff and Deli Department Member, Rafa attended and presented a draft of the Deli Expansion business plan. He attended to present the draft and take feedback and answer any questions. Rafa presented the draft of the Business plan to Staff this week. Feedback was taken from Staff and incorporated into this version. Some of the Feedback taken from Staff included; incorporating the entire organizational budget, exact budgeting, how we get deliveries downtown, concerns about hiring more people and general

staffing stress, deescalation training for downtown, take time and look at more places, concern about it being more focus on retail and not deli, how would it impact east and west sales, concern of failure, plan for worst case scenario, vehicle maintenance and building maintenance, think that opening in April is too early, involve outreach and marketing, offer catering, concern about using a loan for this project.

The numbers show that the project is very dependent on retail sales. He does not have numbers on a hot bar. Overall, He feels that this space is not big enough. The space is 2,000 sq ft which would leave only 1000 sq ft for retail. Harry is talking with the adjacent business and is in contact with the building owner. A lot of averages are 3500 sq feet for smaller format stores. 350\$ per sq ft in sales is the goal.

*Feedback:*

Joanne recently visited Hunger Mountain Co-op in Vermont. The Deli manager there does deli consulting. She will share the contact with the Deli.

Sam wonders what would change if we took the startup budget and finance it with a loan after time. Sam recommends a 10 year loan.

*Rafa will work with Kitty on this.*

Peter did not see supplies in the budget.

*Rafa is working with kitty who coordinates supplies this week to get more numbers.*

*Grace answers that ingredients and supplies are accounted for in cost of goods.*

Joanne asked how many additional Staff.

*At least 8 more staff*

Sam asked what the overall reaction was from Staff?

*There was a lot interest and curiosity. No strong opposition but a lot of reservations. One person from deli had major concerns.*

*Next Steps*

Rafa wants to continue working on the business plan. The pressure with this particular space feels hard. Rafa feels that it may not be the best space. But feels like this work is worth while for another space.

Ben loves the concept. It's a wonderful blueprint for any location. Very appreciative of all the work done.

Jim does share that that location has unique attributes of aligning with Traditions customers.

The Board would like Rafael to continue working on the business plan including financing with a loan.

### **Round Up Proposal - Capital Homecare Cooperative**

The Member Relations Committee as a whole has not discussed this proposal and is meeting next week. Usually the Committee meets the day before the Board meeting.

Joanne expressed concerns about competing Round ups at the registers. She suggested that we table this proposal until next meeting so that Member Relations can discuss it.

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 9/18/2018

Please see the attached application to consider for consent. The round up period would be October 1, 2018 through April 30, 2019.

#### **Proposal:**

**The Olympia Food Co-op Board of Directors approves the Capital Homecare Cooperative Round up request.**

**Consent**

- *Fern will contact Tamara with the Boards decision about tabling the proposal till October*

### **2018 Elections and Annual Meeting**

We received four applications for the 5 open seats. All Candidates have been confirmed and Elections materials are being prepared for the start of the Election on October 15th.

There was discussion about Member Relations and Outreach taking on coordinating the

Annual Elections next year, instead of assembling an Elections Task Force every year. The Board would like to discuss this further in a future agenda item.

*Annual Meeting Agenda Review*

SEE ATTACHED DOCUMENT #2

Jim will be a candidate, so introducing the candidates is a conflict. Someone else can MC. Jaime offers to MC that portion.

November 3<sup>rd</sup> – include date on agenda

- ***Joanne is getting Board report for the Annual meeting***
- ***Grace is getting the Staff report ready for the Annual meeting***
- ***Fern will send out the draft candidate flyer to all***

*Proposed Bylaws Changes Progress*

The Bylaws draft was given to a lawyer for review. Everything was okay, a small concern about staff meeting notes (internal operational discussions are not required to be shared but governance needs to be public). Sam thinks it is good to move forward.

- ***Sam will send Fern the bylaws changes and Fern will forward on to Signage and Outreach for the ballot mock up***

## **Committee Reports**

***Advocacy***- not active.

***Co-Sound***- no report.

***Finance*** – did not meet.

***Expansion***- The Eastside Remodel project is moving forward. We have formed the Remodel Implementation Team (RIT) with the exception of a Board member.

### **Proposal:**

**Joanne will serve as the Board Member on the RIT and Jim will sub as needed**

**Consent**

- ***Grace will send the RIT notes to Jim and Joanne and get them added to the RIT email thread***

***Eco Planning-*** no report.

***Personnel-*** has not met. Discussed an EEOC complaint that was filed but was later withdrawn.

***Member Relations-*** discussed Annual Meeting plan.

***Local-*** trying to meet. Working on an emphasis on foods produced by Native producers for Indigenous Peoples Day. They also had a debrief on the recent Harvest party.

***Standing Hiring-*** They reviewed a request from the Interview Team to move three candidates to a second interview. One was consented too. They have also been discussing hiring decisions in person rather than via email.

***Community Sustaining Fund (CSF) Liaison-*** This current grant cycle is focusing on houselessness. They are coming up with ways to raise funds. There are New flyers and they are tabling at both stores. They had to cancel their event due to weather. They hope to reschedule this event.

***Delta Force Subcommittee-*** no report.

***Elections Task Force-*** had a agenda item.

***Bylaws Task Force -*** had an agenda item.

***Organizational Health-*** They have begun conducting interviews with Staff. More times are being scheduled for next week. They hope to have a summary to present at the next board meeting.

***Developing Board Roles-*** has not met.

## **Staff Report**

The last round of Staff meetings included Deli expansion and feedback was taken and incorporated into the business plan,. They also reviewed where we sit with Version one of the 2019 Operating Budget. The draft Budget was not brought to the Board tonight. It is a long way from where it needs to be. Many groups will be meeting and negotiating in the coming weeks. Version 2 will focus on cost of living and wages negotiations. Next month the board will be seeing the second or possibly third version of the Budget.

There was recently an All Staff meeting at which 60% of Staff came. This was intended to be a general gathering. Teresa Mcdowell will be retiring at the end of the month. She has worked here 32 years. We celebrated Teresa.

The Anti Oppression CAT has brought an article to Staff to review and discuss. Every meeting we will spend 15 minutes on the article 'White Supremacy Culture' Then we will be discussing how to incorporate it into our work.

The last several hiring groups have been working out really well. The last group came in with lots of experience and are comfortable participating.

- *Grace will forward the 'White Supremacy Culture' article to all*

## **Advocacy Committee**

SEE ATTACHED DOCUMENT #1

Peter would like to start the committee back up and do it. Grace redrafted the Committee charter. It was not approved at that time.

There are two paid staff on the committee, using a few hours of staff time a month.

### *Feedback:*

In composition; change it one or two board members and take out the minimum membership.

## **Proposal**

**The Board approves the redraft of the Advocacy Committee Charter with the above change.**

**Consent  
Stand Aside- Sam**

Ben is interested in being the Board member on the Advocacy Committee.

### **Proposal**

**The Board approves Ben as Advocacy Committee Board Member  
Consent**

### **Board Budget 2019**

Sam reviewed this years Board Budget and what increases were allocated last year. Those increases include; staff time for more on boarding in January, exchange with other Co-ops, and online voting.

Sam and Jaime will work on the budget and bring it back for the next meeting.

- *Grace will work with Sam and Jaime on the Board budget*
- *Sam and Jaime will draft a Board budget for Octobers meeting*

### **Commitments**

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- *Jim will send out a doodle poll for anti oppression training* *In process*
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## **Decisions out of Meeting**

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

**Consent**

## **Next Meeting**

**Elections and Annual Meeting 2018**

**Deli Expansion**

**Planned Giving Strategies**

**Round up Proposal**

## **Attached Documents**

### **1. Charter of the Board Advocacy Committee**

The Board Advocacy Committee is authorized by the Olympia Food Co-op (OFC) Board of Directors (BOD) to carry out any and all activities related to its purposes as described below.

Purposes:

- Present BOD the opportunity to endorse relevant local, regional, national and international political causes relevant to the Co-op's Mission
- Develop framework to guide consideration of support requests
- Field support requests for official endorsements/further action from local causes
- Make routine assessments of current, on-going advocacy campaigns to evaluate efficacy and ensure relevancy and message consistency.
- Solicit input from the collective and membership regarding political causes and effective tactics.
- Devise action plans to enable increased civic engagement of the coop community
- Apprise membership of local action and opportunity via the website, social media, instore promotions and publications.
- Coordinate political action locally

Structure: The Board Advocacy Committee shall consist of a minimum of five individuals: two active BOD members, and two Staff members and one to two general members. One of the staff members will serve as the committee convener, keeping the committee informed of upcoming meetings and agendas, taking notes, insuring that the work of the committee is archived and that staff and board are fully informed of recommendations made by the committee. Board members will be selected by the Board during the annual committee assignment process; staff members

will be chosen and consented to by the staff; general members will be chosen by the committee and ratified by consensus of the Board.

Process: The Board Advocacy Committee shall meet at least once per month and all decisions shall be made by consensus. All decisions will be brought to the Board for final approval.

Guidelines: In seeking direction and making determinations as to whether or not their activities are in accordance with the purposes stated above, committee members shall refer to the Articles of Incorporation and the OFC Bylaws, as well as soliciting advice from long-time staff members. They shall also consider such materials as are available from organizations whose purposes are compatible with those of the OFC as stated in the Articles of Incorporation and the Bylaws.

## **2. Annual Meeting Draft Agenda**

### **Olympia Food Co-op 41<sup>st</sup> Annual Membership Meeting**

**Welcome to your Annual Co-op Membership Meeting! Our Master of Ceremonies is Jim Hutcheon, President of the Olympia Food Co-op Board of Directors.**

**First, we wish to acknowledge and pay respect to the Coast Salish People whose traditional lands we are occupying. We are honored to be here.**

#### **SCHEDULE**

**11:00 am *Welcome –Jim Hutcheon, President***

**11:05 am *Agenda Review \* Mission and Values Statement (TBD)***

**11:10 am *Board Report – Joanne McCaughan, Vice President***

**11:15 am *Staff Report (TBD)***

**11:25 am *Financial Report (TBD)***

**11:35 am *Member Q&A***

**12:00 pm *Break***

**12:05 pm *By-laws Changes (TBD)***

**12:15 pm *Candidate Speeches (TBD)***

**12:45 pm *Meeting Evaluation***

**12:50 pm *Break***

**1:00 pm *Panel Discussion on Community Resilience***

**1:45 pm *Potluck Lunch***

**2:15 pm *Breakout Sessions on Community Resilience***

**2:45 pm Farewell (TBD)**

## **Panel Discussion on Community Resilience Guest Biographies**

### **Candace Penn, Climate Change Ecologist, Squaxin Tribe Natural Resources Dept.**

Candace received her Bachelor's in Science from The Evergreen State College. As part of her work with the tribe, partnering with the Department of Fish and Wildlife, Candace developed a monthly forage fish-sampling program for Squaxin Natural Resources. Candace also works with the tribe's Hydrologist and Geographic Information Systems Manager to design maps and future modeling scenarios in relation to climate change. She is part of the Squaxin Island Tribe's Community Emergency Response Team, and mentors tribal youth.

Previously, Candace worked for the Sustainability In Prisons Project, side by side with inmates, to design plant propagation systems and construct green houses. Candace also collaborated on the research project *Socio-cultural dimensions of ocean acidification*, in which resilience was used as one measure of indigenous community health.

### **Heesoon Jun, Emeritus Faculty of Psychology at The Evergreen State College**

Heesoon has a Ph.D. in Educational Psychology from University of Washington in Seattle. Currently, she has a part-time private practice as a licensed psychologist, and is an Emeritus Faculty of Psychology at Evergreen State College.

Heesoon was born in Seoul, South Korea. She came to the US to study psychology as an undergraduate. Her sense of self was shattered as her status changed from majority to minority, privileged to oppressed, and self-confident to self-doubting student. Her bicultural and bilingual experiences, being an academician and practitioner have been instrumental in her emphasis of social justice, multicultural competencies, and mindfulness practice. Heesoon is in the perfect position to help folks work through their fears and biases so they can communicate with each other in a loving and supportive way, which is a necessary skill for a community to be resilient.

### **Meg Martin, Director Interfaith Works Emergency Overnight Shelter**

Meg is a Certified Peer Counselor and a social worker. She earned her Master's Degree in Social Work from the University of Washington, Tacoma in 2013. She founded the Interfaith Works Emergency Shelter in 2014 with two other dedicated street outreach workers. Using the Vulnerability Index, the shelter screens in those who are living with the most complex challenges and who are at highest risk of death if they are left out on the streets.

Since the shelter's opening in 2014, the Interfaith Works Homeless Services Program has expanded to include hygiene, hospitality and support service connection at the Community Care

Center, and the creation of the peer-support-based Navigation Team, which assists people in reaching their housing, and their physical, mental and substance use related health goals.

### **Vivian Eason, Coordinator, Thurston County Emergency Management**

Vivian received her BA from The Evergreen State College in 1990. After working in the criminal justice arena for over 25 years, Vivian had an opportunity to move into the world of Emergency Management in 2006. As Thurston County Emergency Management Coordinator, Vivian engages in public education, organizing communities with the program Map Your Neighborhood.

Vivian staffs the local Disaster Assistance Council, which brings together non-profits and community agencies to plan for disasters and providing human services. She also enjoys teaching courses in Emergency Management online for Pierce College. Vivian serves her country as a First Sergeant (E-8) in the Army Reserves with the 448<sup>th</sup> Civil Affairs Battalion at JBLM.

### **Community Potluck Lunch Menu**

Our members provide their family cultural dishes to share, and the Co-op provides fresh organic fruit, and two hearty local Mel O' Soups: Bodacious Coconut Curry and Luscious Sesame Potato, plus Blue Heron Bakery breads; Eight Arms Bakery Carrot Cake; Peace, Love & Raw Nanaimo bars for dessert, and Batdorf & Bronson Coffee & Tea Service. Fresh fruit and ingredient lists are available.

## **COMMUNITY RESOURCES IN THURSTON COUNTY**

Interfaith Works Emergency Overnight Shelter  
701 Franklin St SE Olympia, WA  
Emergency Shelter Hotline 1 (844) 629-7373

Thurston County Food Bank  
220 Thurston Ave NE, Olympia, WA 98501  
[360-352-8597](tel:360-352-8597)  
Mon, Wed, Fri -- 11:00am to 3:00pm  
2nd and 4th Wed -- 5:00pm to 7:00pm