



Board Meeting Minutes

1.17.2019

Attendance: Joanne McCaughn, Jim Hutcheon, Peter Brown, Mel Bilodeau, Fred Medlicott, Ben Witten, Jaime Rossman, Grace Cox (*Staff Representative*), Alejandro Rugarcia (*Board Facilitator*), Fern Moore (*Board Coordinator*)

Agenda

- Agenda Review
- Announcements
- Mission Statement
- Commitments Review
- Member Comment
- Beer and Wine Task Force
- Staff Report
- Committee Reports
- Committee Assignments
- Board Officer Assignments
- Break
- Board Training
- Commitments
- Meeting Evaluation
- Executive Session

Announcements

- Fred testified today about a proposed bill for a new cooperative statute that allows Co-ops to have an investor membership class. He testified against it. The only person that testified for it was the Chairman of the Board of PCC. It is always interesting when they discuss cooperative law at the capital.

Commitments Review

- *Jaime will draft a policy regarding the bylaws pertaining to reviewing job Descriptions* Pending
- *Grace will put board members attending staff meetings on the BPC agenda Complete* Pending
- *Grace will price out the projector paint* Pending
- *Jim commits to coordinating organizational training with Grace* Pending
- *Fern will add Peter to the Board email address* Complete

Member Comment

Chetti White- Asked the Board for consideration about filling the vacant seat. He has strong project management history and worked in the steel industry for 20 years. He has a lot experience with unique and innovative solutions. It is better to get to know somebody thru direct interactions. He has a unique sense of balance in building community and the evolution of society. He thinks he would bring fresh perspective. Jim asked about why he didn't stand for election. He wrestled with that, he is uncomfortable with standardization and legal aspects. He would be happy to fill out an application if a vacancy is announced.

Linda Myers- Has been a Member of the Co-op since 2015. She became a Working Member Cashier the next year. In 2017 She joined the Member Relations Committee as a Member at large. She is bringing a concern to the Board concerning that Committee. Number one on the Charter is to 'resolve member complaints and concerns' they were taken out of Member Relations and given to a Staff Resolution team. Member Relations worked last year on the procedures for Unwelcome Behavior. According to the process, She thought that Member Relations would send things that were over their head to the Resolution Team. Member Relations and the Board will not know about any concerns or complaints handled by the Resolution Team. Parties could appeal to Member Relations but this would be the first time the Committee would hear about it. So in short, Member Relations will not be dealing with Members. The Committee is skilled in their work. She

appeals to the Board to please let Member Relations do their job as charged in the charter.

Jennifer Terry- Is a long time Member. She recently sent a letter to Member Relations and customer Service. She also put suggestions in the box and has not seen a reply. She does not eat pork and tofu. There are often only ham and tofu sandwiches. She asks that If we are going to offer pork please offer another type of meat. She wants to know if she has been heard.

Grace responded that her email was forwarded to the Deli department and the Deli will be meeting next week and discussing her request.

Beer and Wine Task Force

Staff Member Robyn from the Beer and Wine Task Force presented a proposal to the Board. Three documents include a Department Mission Statement, budget, timeline and a proposal. She presented a power point that went over the background, problems and how each part of the Co-ops Mission statement supports the sales of beer and wine.

In 2013 a Member survey was done which showed that the Membership would support beer and wine at our stores. In 2016 the Alcohol Task Force started research into distributors and legal compliance. In 2018 the Beer and Wine Task Force reassembled and held a Member engagement survey. They also created a Department Mission statement and project budget and timeline.

Feedback

Jim- The Mission statement includes sponsoring projects. Were those sponsor ships included in the budget?

No, they were not included.

Jaime- Are these sales based on gross revenue or margin. Also has Staff seen this?

The Sales are based Margin. Staff has not seen this. The Task force is bringing to the Board because the board had expressed blocking concerns.

Joanne- Thank you for all your work. About the 71% majority cited in the survey. Did they respond to the entire survey?

Yes, they all responded.

Mel- What are we going to do about the Staff members and Volunteers that are sensitive to alcohol and prefer to not handle it?

Grace shares that there a lot of ways we can and will accommodate peoples needs. Many stores have one lane dedicated to alcohol sales.

Mel adds to please include that in the proposal and Mission statement.

Peter – Who was surveyed?

The survey was sent out to our Mailing list.

Ben- Appreciates recognizing the oppression aspect. He supports the proposal if we can make it work where everyone is comfortable.

Jamie would like the Membership to make this decision. Even though the Board could. He just does not think it is appropriate to make this decision.

Staff Report

Our recent Collective meetings included a couple presentations. One, from four Staff members who went to a leadership training in Spokane put on by Cooperative National Grocers. The training and presentation back to Staff focused on positivity and whats right at the Co-op. Staff member Keziah, gave a presentation on her recent trip to the Philip-pines. She was gone for a few months and worked with a Co-op there building gardens and teaching community classes on medicine making. Staff completed the final round of the ‘Dismantling White supremacy’ document and formulated what things do we want to call out and work on.

Hamm, our Website Coordinator has being doing a lot of work on the website to make it more accessible to Staff. Our website is a complex process of web design, she is working to make it more efficient with easier pathways so it can be updated faster and buy individual Staff.

Finance has been working on year end reports. Sales for 2018 is done. They will be doing the Labor analysis next. They will share these reports with the Departments and are looking for feedback. The full 2018 Statements will be ready by the end of February and will be presented at the March Board meeting for the Boards review.

Grace worked on getting the newly approved the Bylaws changes incorporated and is working on getting them updated for the website.

A Hiring analysis was been completed recently. We are very well staffed for the first time in a long while. We are not going to do a hiring at this time. Although we do have many projects planned for this year, the need to hire might change.

Committee Reports

Advocacy - has not met.

Co-Sound – Fred was elected as Co Chair with Micheal Snow. They will not be organizing Co-opatopia this year to instead focus on getting Membership and clarifying their foundation. People are welcome to attend Co-sound meetings.

Finance - has not met.

Expansion – The committee reviewed the draft process for the Deli expansion project. Which included financing, timelines and an exit plan. Harry will be the Committees new Coordinator.

Eco Planning - has not met.

Personnel – has not met.

Member Relations – Had a discussion around actions taken by Staff on the committee and the roles of Members. They reviewed the Charter and will propose changes at a later meeting.

Local – has not met.

Standing Hiring – has not met.

Community Sustaining Fund (CSF) Liaison – They discussed the last grant cycle process and performance. They were hoping to raise more money with basing it with a theme. Out of 6 applications, they were only able to fund 2. some applicants did not qualify, because the application wording was to prevent houselessness. They discussed having one grant cycle theme focused and one open to all.

Organizational Health - no report

Committee Assignments 2019

Advocacy- Peter, Ben

Finance- Jaime, Fred

Eco Planning- Ben, Mel, Jim

Expansion- Joanne, Jim

Personnel- Jim, Mel

Local- Jim, Fred

Standing Hiring- Joanne, Ben

Member Relations- Peter, Desdra, Joanne, Mel

CSF Liaison- Desdra

Board Report Liaison- Desdra

Board Staff Relations / Organizational Health- Desdra, Mel, Fred, Peter

Co Sound Liaison- Fred

Elections Task Force- Fred

Delta Force- Jim, Jamie

Board Officers 2019

President- Jim Hutcheon

Vice President- Joanne McCaughan

Secretary- Desdra Dawning

Treasurer- Jaime Rossman

Board Training

The Board Training will consist of four main parts: Organizational overview, Lawsuit overview, Consensus training and a Finance training. Grace is thinking 2 four sessions. Grace will ask if Harry would like to participate in the Board training and will send out possible training dates to all. Seated Board Members are welcome to attend.

Commitments

- *Grace will send out a training email to the new Board members and will invite old board members to attend.*
- *Grace will ask Harry about participating in training*
- *Fern will send out Committee membership to all and contact committee Staff people with contact info for new members.*
- *Fern will send out contact list to all to review and will forward to Corey for the downtown office*
- *Fern will contact the website with Committee membership for the Board Page on the website*
- *Jaime will draft a policy regarding the bylaws pertaining to reviewing job Descriptions* Pending
- *Grace will put board members attending staff meetings on the BPC agenda Complete* Pending
- *Grace will price out the projector paint* Pending
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Decisions out of Meeting

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

Consent

Next Meeting

**Developing Board Roles and Responsibilities
Beer and Wine proposal and Member petition**