



## Board Meeting Minutes

11.21.2019

**Attendance :** Peter Brown, Mel Bilodeau, Desdra Dawning, Fred Medicot, Joanne McCaughn, Jim Hutcheon, Grace Cox (*Staff Representative*), Fern Moore (*Board Coordinator*)

*Absent:* Jaime Rossman, Ben Witten

## Agenda

Agenda Review

Announcements

Mission Statement

Member Comment

Commitments Review

Election results 2019

Staff Report

Committee Reports

Break

Member Reconciliation process

Capital Campaign

Facilitation training

Commitments

Meeting Evaluation

Executive Session

## Announcements

- Mel recommended a book that she is reading by Marshall Rosenberg about Non violent communication
- Grace announced that at 7pm they lock the downstairs door
- Joanne just got back form Hawaii
- Jaime and Clara had a delightful baby girl Charlotte Ursula

## Member Comment

- Julia Earnest is a Member of the Co-op and has been a Member of many Co-ops over the years. She just moved here and wants to plug into community. She grew up on an organic farm and her mother wrote for organic gardening magazine.

## Commitments Review

- ***Grace will send out a doodle for the Board pages task force.***  
*Complete*
- ***Mel will follow up with Cynthia via email.***  
*Complete*
- ***Grace will inform Staff about the new Advocacy form and process***  
*Pending. Sent the form to one Member requesting advocacy.*
- ***Jim will contact Ami about the trainers used for Staff and will send out the website to all to review***  
*Pending, sent the email and waiting for response. Will send out to all when received*
- ***Fred will coordinate the position statements deadline in the next two weeks***  
*Complete*
- ***Grace will Email out clarification to all about the appeals hearing.***  
*Complete*
- ***Grace will solicit someone from BPC for the community solar project***  
*Pending*

- *Joanne will send out the Annual Meeting agenda to all for consent*  
*Complete*
- *Jamie will write a Delta force proposal*  
*Pending*
- *Jim will write a Facilitation training proposal*  
*Pending*
- *Fred will complete the member comment notes from September*  
*Pending*

## **Elections Results 2019**

### **Electronic Ballots:**

309 verified ballots  
12 unverified ballots

### **Paper Ballots:**

220 verified ballots  
59 unverified ballots

### **Results:**

**(Electronic Ballots) + Paper Ballots = Total**

### **Board Seats:**

**Christina (162) + 125 = 287**

**Linda (92) + 81 = 173**

Jace (101) + 66 = 167

Eppo (62) + 37 = 99

Trudy (35) + 57 = 92

Bruce (36) + 11 = 47

John O (16) + 16 = 32

(Tami Bennett withdrew)

**Beer & Wine:**

Yes (186) + 119 = 305

No (105) + 94 = 199

There was discussion about the unverified paper ballots and ways to increase proper paper ballot casting for next year. The Elections Task force will develop clearer paper voting procedures. Perhaps put the ballot in an envelope.

The Election task force should also do a 5 year history on voter participation. We would like to capture and document this years election. We also hope to host the electronic ballot on the website next year, instead of using survey monkey.

We still have an open board seat. We could appoint the third highest vote getter, Jace.

**Proposal**

**The Board appoints Jace for the open seat of two years.**

**Consent**

- *Fern will contact Jace with appointment to the Board*

**Staff Report**

We are needing to rent space for us to meet with the remediation taking place at the Downtown offices. We held 2 meetings instead of 3. The Last round of Collective Meetings included a second round of trust work with Kathy. Which resonated for a lot of people. One of things that happened however, is that we don't have a mechanism for attendance. Meeting A did not attend the first training with Kathy, so they had a primer and the second Meeting got a more in depth training. The two sessions were differently nuanced. The foundation is there now and we can get to developing the techniques. We will do another session early next year.

We managed to get Consent on a wage increase for the 2020 Budget. Originally the proposal was for 26 cents, We Consented to 13 cents. We didn't have the cash increase we were looking initially looking for. We did get the budget to a zero bottom line. the Budget will be presented to the Board for consent next month.

Merch CAT is developing a work plan for beer and wine sales. We want to be sure we are being careful and respectful about the entire process. We chose not to put beer and wine sales in the budget before the measure passed. The Finance Committee met and worked

on projected sales numbers for beer and wine, not the ones that were presented in the original proposal. We wanted to be more conservative with our projections. We have committed to not carry a large amount like other stores. Grace proposed starting the sales projections via the budget March 1st. Finance CAT came back with an even more conservative start date. They are proposing June 1<sup>st</sup>.

We made significant commitments to the Membership regarding the sales of beer and wine and we want to be sure to meet those commitments. We want to be sure to consider the suggestions that came out of the Annual Meeting. Including selling beer and wine at 1 store instead of both.

We have been clearing out the Downtown office for mold remediation. It has been a huge amount of work and we have billed a ton of hours. Grace went through archives and she found lots of documents and started scanning them and she expects to see a digital archive. Jim mentioned that we need a version that is readable in the future. Grace points out that our staff pages is unsearchable, without naming conventions.

Peter asked about the raise is this common?

Grace answered - We use a cost of living and that's where the 26 cents came from. We are in a interesting time in inflation, retail grocery is not growing but the cost of housing is. It is a tough time for retail grocery and housing. We take a percentage of Co-op COLA and we figure it out by the median wage and convert it to pennies and apply it to each step on the pay scale.

Desdra asked about the working member credits and when they were adjusted?

Working Member credits have not been adjusted in long time. It might very well come up soon. It does require some research. Grace does not think it is unreasonable for the Board to ask the Working Member CAT to investigate this. It would be unwise to increase the percentage of the discount, perhaps a \$200 card instead of \$100.

## **Committee Reports**

**Advocacy** – Grace sent the form to someone requesting Advocacy.

**Co-Sound** – They are having a mixer on Monday December 2<sup>nd</sup> at the Voyeur from 6 - end. They are inviting anybody who is a Member of any Co-op, particularly leaning towards worker owned and employees of Co-ops.

Please bring Co-op curious folks as well. We will share experiences and get to know each other. The Steering Committee of Co-Sound came out of the Board originally. They are applying to be 501 C6 to be a non profit representative Co-op with Co-operative interests in Washington. Providing advocacy at the Local and State level. They hope to have a Membership drive next year and to be fully operational and tax exempt in 2021

Joanne asked how many Co-ops there are?

*13- 20 Co-ops in Olympia. 14 of them are Worker Co-ops.*

**Finance** – Grace sent the Minutes out to all. The Finance Committee is willing to recommend the Budget in its current state. The December meeting the Board will be asked for consent.

**Expansion** – Have met twice this month. They will discuss the Capital Campaign in a later agenda item.

**Eco Planning-** The Committee has met often. The Zero Waste Camp has had its second meeting. There is a big focus on solar power and they may be bringing something forward to the Board in the future. Mel brought a proposal for their 2020 budget. (printing \$200, tri fold poster \$100, Mesh bag samples \$200, Prizes for contests \$100, a total of \$600 )

The Board is currently underspent and these funds could be taken from the Board budget. Fred would like to consent with a detailed proposal. Please include a narrative description of how the funds would be used with target dates and what the overall plan is.

Perhaps an announcement could be posted about Classes not being active on the website.

**Personnel** – Executive Session report will be given later in the meeting.

**Member Relations** – One meeting was devoted to the Annual Meeting. They also have been doing lots of Charter work with Staff Members on the Committee. A Draft will take time, but we are working hard on it.

**Local-** has not met

**Standing Hiring-** just hired two people.

**Community Sustaining Fund (CSF) Liaison** – The Community Sustaining Fund just held the fall grant cycle. They held 9 interviews this grant cycle. Quite a bit more money came in due to donations at the register. Seven of the nine received funding. There will be a write up in the next issue of the Table.

**Elections Task Force**- Coordinated another Election. Will be holding a debrief with Outreach about election process and participation.

## **Member Reconciliation Process**

Peter sent the draft to Staff Member, Mo and received feedback. The draft will be reviewed by BPC and they will be sending their feedback. Mel also sent feedback to Peter via email.

A draft will be presented to the Board once all feedback is gathered.

## **Capital Campaign**

The Expansion Committee met with a Capital campaigner, Don Chalmers. He is a professional fundraiser and has a company named Sparrow Hawk. Don discussed the steps that would be involved in creating a Capital Campaign. One of the first things we would do is an organizational review. He also would help us set up as a non profit for tax exemption. Large donors such as foundations and larger businesses want to donate to non profits. Don could route us through this process. The organizational review process would yield his recommendations, ‘prescriptions’, for the organization to have a successful Capital Campaign. The next step would be a feasibility review. This step includes defining what sort of campaign and how much. This is when we canvas the community and hold interviews with stakeholders.

We need capital campaign for a large expansion. We learned that in the Ford building project. Don Chalmers record is impressive and he is clearly knowledgeable. He worked with Saint Martins University and the Capital Theater. Don has been a member of the Co-op since before Grace has been here. He is an insider and holds great familiarity with our organization.

### *Feedback:*

Peter would like a proposal from Don for approval.

Fred would like bids from other fundraisers as well.

- *Jim will bring a proposal to the board regarding Capital Campaign*

## **Facilitation Training**

Tabled

## **Commitments**

- *Jim will contact Ami about the trainers used for Staff and will send out the website to all to review*

*Pending, sent the email and waiting for response. Will send out to all when received*

- *Grace will solicit someone from BPC for the community solar project*

*Pending*

- *Jamie will write a Delta force proposal*

*Pending*

- *Jim will write a Facilitation training proposal*

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- *Fred will complete the member comment notes from September*

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- *Fern will contact Jace with appointment to the Board*

- *Jim will bring a proposal to the board regarding Capital Campaign*

## **Meeting Eval**

Fine. A little cold.



## **Next Month Facilitation**

TBD

## **Next Meeting**

2020 Budget

## **Executive Session Decisions**

None

## **Decisions out of Meeting**

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

**Consent**

## **Attached Documents**

None