



## Board Meeting Minutes

9.26.2019

**Attendance :** Peter Brown, Mel Bilodeau, Jaime Rossman, Desdra Dawning, Fred Medicott, Grace Cox (*Staff Representative*), Fern Moore (*Board Coordinator*)

**Absent:** Ben Witten, Joanne McCaughn, Jim Hutcheon

## Agenda

Agenda Review

Announcements

Mission Statement

Commitments Review

Staff Report

Committee Reports

Break

Elections 2019

Appeals Process

Commitments

Meeting Evaluation

Executive Session

## Announcements

- Ben and Jim are unable to attend
- Jaime will facilitate
- Joanne wanted to join by phone she asked Desdra if she could record it.  
*Jaime would rather not it be recorded.*
- Grace would like to have a soft conversation with the Board about how we use or don't use technology. It would be great to create standards and agreements.  
*Add to future agenda*
- Fred will like to add a meeting protocol agenda item establishing expectations and introductions and going over the format. *Add to future agenda*

## Commitments Review

- ***Grace will share the 'whats right at the co-op' exercise that staff did with all***  
*Complete*
- ***Fred will send out a doodle for the Elections task force.***  
*Complete*
- ***Grace will send out a doodle for the Board pages task force.***  
*Pending*
- ***The Local Committee will contact the Food Systems Working Group***  
*Complete*
- ***Fred will send out an email to Orca Books about their asks.***  
*Complete. No response*
- ***Fred will talk to John about Board training***  
*John proposed doing a two hour initial training to review Governance 101 and review other models and how we do it. He offers a 2 or 3 hour training at \$125 an hour. He also offers follow up sessions. Next meeting Fred will bring a formal proposal.*
- ***Ben will bring Eco bag samples to Eco Planning Committee***  
*Pending*

- ***Mel will follow up with Cynthia via email.***  
*Pending*
- ***Peter will draft Advocacy email***  
*In process. Sent draft to Grace*
- ***Grace will inform Staff about the new Advocacy form and process***  
*Pending*
- ***Grace will register the Board members for Provender***  
*Complete*
- ***Grace will sit with Tamara to meet about the Annual Meeting budget.***  
*Complete. Spoke with a few people on the Committee about the budget.*
- ***Jim will contact Ami about the trainers used for Staff and will send out the website to all to review***  
*Pending*

## **Staff Report**

We had an All Staff Meeting yesterday. It was a three hour training on trust in organizations and communities presented by Cathy Frome. Overall, the training was quite successful, 60 people or so were in attendance. She starts out her work with a fairly academic approach to trust. It is the intent to work with her more times than once to continue the work in the coming year. The Board expressed interest in joining All Staff trainings. This being our first time training with her we decided to have it be only Staff, but we hope to train with her again and invite the Board. There might be a right time to do a short intro with the Board and then bring the Board into the trainings with the Staff. Finally, we received notice from one Staff Member who will be leaving at the end of October.

Desdra would love to be a part of joint trainings with Staff.

## Committee Reports

**Advocacy** – has not met

**Co-Sound** – They continue to plug away about business planning and marketing. They are planning their next social function in the next 6 weeks. The Voyeur is transitioning to a Co-op! They will be relaunching in a couple weeks.

**Finance** – has not met. Fred has reviewed the taxes with Corey.

**Expansion** – Re-engaging around fundraising. They are inviting a fundraising manager to the next meeting. We are moving forward with the small enlargement of the Deli kitchen.

Fred mentioned that he would like to be part of developing a campaign. There is discussion about preferred shares in raising member capital. The basic benefit is its better on the balance sheet by showing it as an investment instead of a liability. Bellingham used preferred shares. There was discussion about preferred shares and our current incorporation status.

**Eco Planning** – has not met. Regarding the Bio bag, there is a lot of controversy about them. Mel talked to Jackie a Produce Manager at the Eastside store. It takes a lot of resources to make them and they are not sure that they are biodegradable or marine degradable. They are exploring how to promote reuse of the ones we have. The Committee is also working on a position description to manage the recycling and reusable containers.

**Personnel** – largely been dealing with the Personnel matter that came before the Board last week.

**Member Relations** – Had two meetings of Annual Meeting planning. There was a request to get an MC from the Board. If anyone is interested let Desdra know. They have music planned and food from the Parkside and Rush in Dumplings. They are still working on the charter. They are also working on how we receive Members comments and our overall communication systems. Jaime replied that as a Committee of the Board communication should be transparent. Although some emails are purely operations based and should be sent to Staff for response. Clarify the process.

- ***Mel will send out the MRC charter and the draft for discussion at the next***

### ***Board meeting***

**Local-** organizing tabling for Indigenous Peoples Month at the stores. Jules, Jim and Fred will be tabling Indigenous produced products. They are in the process of looking at the 2020 budget and visioning for projects next year. They are also in the process of recruiting new staff member.

**Standing Hiring** – no report

**Community Sustaining Fund (CSF) Liaison** – Tabling and getting people to sign up for the Point of sale reminder has been helpful in raising additional funds!

**Elections Task Force-** met and made a plan to make the election materials. Then the application period was extended! So new plan !

- ***Fern will forward the notes draft to Fred***

## **Elections 2019**

A proposal was made at the last weeks meeting to extend the application deadline. It was a signal to the attendants that they can engage in the Co-operative and there are meaningful mechanisms to appeal problems. An opportunity to re-engage and create meaningful change.

### **Proposal**

**The Board will will run both open seats for the 2019 Election  
Consent**

Next meeting the Board will review the Applicants.

There was discussion about the Beer and Wine Ballot. The same template as last year will be used with the wording previously approved by the Board.

Grace has historically wrote a pro and con about ballot issues. Fred likes the idea of position statements. Jaime will write one or the other.

- ***Fred will coordinate the position statements deadline in the next two weeks***

Online voting will also be available this year. Fern needs help with verifying paper ballots Friday November 15<sup>th</sup> at 9 pm. 4 people are needed. Grace is interested.

## Appeals Process

Grace went and looked back on the notes on the Appeal Process draft. There was no first step including what would be filtered in to an Appeals Process or not. We have to put in writing that you cant appeal your favorite product for example. If this was present the rest of the process wont be as confusing and hard.

Peter is not sure how to define those parameters.

Mel thought they were being specific. It may not read specific. It's a matter of wording perhaps adding ' non operational' decisions.

Fred is not sure why we need an appeals process and which decisions are subject to that and what are the checks and balances within the process. He looks forward to a fleshed out version.

Jaime added that Fred has asked for the existing process and what are the changes proposed, as well as the scope of what is being proposed . He worries that the disfunction of the Member Relations Committee is giving rise to this process. He has not heard anyone opposing the concept of an Appeals Process. These are process concerns and wonders if layering a step is an improvement or a further complication? Jaime what would sunset in lieu of the process.

Desdra responded to Fred that we need it because we the Board are the final say in resolution. We have to have a process to clarify.

Peter understood this did not add another layer the goal was to have a clean and simple process. This was meant to be a simplification not an amplification

Freds perspective is not that there was an issue and that we didn't have an Appeal process. He doesn't see this situation as warranting an appeal process. He adds that an applied policy and proposal drafting workshop with John is also available.

Jaime added that we don't have a process to resolve organizational conflicts, an intake process to the power of the Board. There could be an interpretive process to invoke the Boards power to resolve organizational conflict. A different way to sort it out.

Grace added that we have only been around for 42 years and we have never had one. We are larger and life has become more full of conflict and harder. We need to be writing out-

side of the conflicts. She has concern about writing policy for something that has only happened once. Then we codify the conflict as much as we do the process. What Jaime just said resonated with her. The Board needs a process for how we resolve organizational conflicts.

If the group would like to propose something based on this conversation. Desdra would like more input from the Board. Possibly add to the next agenda for more discussion. If we are moving forward with Johns training, it might be a good context to have that conversation.

Fred does not want to discourage any work on this.

## **Commitments**

- ***Grace will send out a doodle for the Board pages task force.***  
*Pending*
- ***Ben will bring Eco bag samples to Eco Planning Committee***  
*Pending*
- ***Mel will follow up with Cynthia via email.***  
*Pending*
- ***Grace will inform Staff about the new Advocacy form and process***  
*Pending*
- ***Jim will contact Ami about the trainers used for Staff and will send out the website to all to review***  
*Pending*
- ***Fred will bring a formal proposal regarding Board training***
- ***Mel will send out the MRC charter and the draft for discussion at the next Board meeting***
- ***Fern will forward the notes draft to Fred***
- ***Fred will coordinate the position statements deadline in the next two weeks***

## **Meeting Eval**

Meeting went great.

People are asking for policies and Grace will coordinate with Personnel to send t the requested policies.

There was discussion about Member Comment and active listening.

## **Next Month Facilitation**

Fred 1<sup>st</sup> half

Grace 2<sup>nd</sup> half

## **Executive Session Decisions**

None

## **Decisions out of Meeting**

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

**Consent**

**2. 8.22.2019 Little Library Proposal - Decision made via email**

TO: Co-op Staff Collective and Co-op Board of Directors

FROM: Tamara on behalf of the Member Relations Committee

RE: Free Library at the Eastside Location



Tamara spoke with Noel and Kaitlyn McEwan regarding a Free Library on the East side Property. Kaitlyn is a Cadette Girl Scout living in Lacey. She would like to earn her Silver Award, by making a little free library.

She will build and install the library, complete with starter books!! Then the community can continue to help the little library grow and expand by sharing with it, as well as borrowing from it whenever they like. (See Example Image below)

She would work with the Co-op Facilities team on a location for the library at the east-side property. (She proposed the picnic tables/garden area by the parking lot entrance)

**She would need to have this consented by the collective and board by September 15. The little library would be installed by September 30, 2019.**

Member Relations wanted to make sure the library would be maintained after installation. Alejandro said that WM CAT would create a volunteer position to maintain the library. (Making sure books look nice, no litter) Tamara would check the library before each of her East Side shifts on Wednesdays, Thursdays, and Saturdays.

**PROPOSAL: The Co-op Approve this proposal of the Little Library at the East Side Store. The Location of the Library will be selected by the Facilities Team.**



**Consent**