



Board Meeting Minutes

4.16.2020

Attendance : Joanne McCaughan, Cristina Rodriguez, Peter Brown, Linda Myers, Jim Hutcheon, Mel Bilodeau, Fern Moore (*Board Coordinator*), Grace Cox (*Staff Representative*)

Absent: Ben Witten, Jace Denton, Fred Medlicott

Agenda

- Agenda Review
- Announcements
- Mission Statement
- Commitments Review
- Emergency Task Force Updates
- Staff Report
- Committee Reports
- Commitments
- Meeting Eval
- Next Facilitators
- Executive Session

Announcements

- Mel the Website needs work, We should discuss it some time in the future.

*Grace shared that the Website coordinator is vacating that position soon.
The Board should engage with the new coordinator with feedback.*

Commitments Review

- ***Fred will complete the member comment notes from September***
Pending
- ***Fern will contact the photographer***
On hold.
- ***Fred will send back out the board pages password to all***
Pending
- ***Fern will forward Collective meeting schedule to the Board***
Pending. No meetings have been held not even via Zoom.
- ***Jim will send out a doodle poll and will invite all once dates have been set for the financial overview training***
Pending. On hold
- ***Jim will contact the non violent communication trainer***
Pending. On hold
- ***Fred will email Eco planning sustainability report to the Eco Planning Committee***
Pending
- ***Grace will ask the Task Force to update the Board weekly***
Will continue to forward weekly reports
- ***Fred will send the finance notes out to all***
Pending

- ***Mel will send the Member Rights and Responsibilities draft out to all***
Mo has it and will send out to all.
- ***Jim will send executive session decision to Fern***
Complete

Emergency Task Force

The Emergency Task Force includes Mary, Mo, Max, Patrice, Nichelle, Kitty, Siobhan, and Michelle W.

They have their own email address now covid@olympiafood.coop

We have reduced hours at each store;

The Eastside is open 9-7

West is also open 9-7 but they close in the middle of the day to restock and sanitize.

The first thing the Task Force reported this week is some Eastside Departments have expressed the desire to close in the middle of the day. Grace does not want to close mid day. She feels its comforting and reassuring to Members that we are open and feels like closing would not be the best service. The Eastside has more Front End Staff and they are sanitizing all the time. The door person has allowed us to cap Members in the store, originally we were at 20 but the shopping patterns did not allow for 6 feet of space. Shoppers move together in groups. We will change the limit to 15 at Eastside and 7 West.

Jim asked is we are publicizing the occupancy change?

She will bring that up to Outreach and the Task Force. Signage was changed at the store.

Members are thankful and grateful, perhaps starting to be crankier, as we all are. We are handing out gloves upon entering the store. We are not requiring masks for customers or workers at this time. A lot of people are already wearing masks and volunteers have been making masks and bringing them in for Staff. We are doing constant reminders of the 6 foot space, the most difficult areas to enforce social distancing are our work spaces and we are being safe.

Curbside pickup is going really well. We ran numbers analyzing the cost to us. We didn't set a fee for the service, however there is a spot on your order to round up or tip. We have taken in 10 percent of Sales in that line. Its not loosing money. There is constant conversation about how we can keep it long term past the stay at home orders.

We are not accepting bulk orders in most departments. Deliveries have been on an allocation system for the first time ever, if we go over our allocated limit, they cancel our order. In order to keep food on the shelves, we are not doing bulk orders.

Most meetings are being cancelled. The meetings that are happening are happening by Zoom.

There are many conversations on the most appropriate and effective cleaning practices. We were using bleach at the recommended CDC COVID strength but it was making people sick. We are now using alcohol and hydrogen peroxide. We have cleaning and sanitizing lists and instructions that are constantly evolving.

When this crisis hit, all of us on the Collective accepted a small group of people to make decisions. Grace is astounded at the work that the Task Force has been doing. The amount of acceptance on the Collectives part and the leadership of the Task Force is amazing.

Feedback:

Joanne- What are the current Garden Center hours?

11-5

Linda- Has not been shopping since the changes, but her husband compliments what a great job the Co-op is doing.

Joanne- The pick up service is working well, she is using it regularly. If we can continue it that would be fantastic.

Jim - Can the Board support the Stores or Staff in any way?

Showing Appreciation is great! There are bigger projects that we haven't begun to grapple with yet. We may be coming to the Board for additional guidance regarding protocol for if a Staff member tests positive. Other coops are developing procedures and protocols around that.

Mel- Would love the Website to show whats happening and be accurate about it.

The person maintaining it is interested in giving it up. It was a dynamic team but as Outreach ran into problems the work was divided differently.

Cristina- What has to be done with a positive case? She is willing to help be part of working on that

Grace can send out what she assembles from other Co-ops.

Joanne asked Cris if she has any guidelines from L and I. Cris replied that there is one for grocery store workers but nothing specifically about when a worker is positive.

- Cris will send out the grocery store worker guidelines

Linda is concerned that Staff members are not wearing masks. She would highly recommend that Staff wear masks.

Grace will bring this back to the Task Force.

Mel also wants everyone to be encouraged to wear them. The Farmers Market is asking all Vendors to wear masks.

Joanne wonders about plexi glass shields for the cashiers.

They have been installed at both stores.

- Grace will send financial analysis of curbside pickup

Staff Report

First off, lets address the supply chain. Most of us are aware that large categories of products are out of stock. Overbuying was blamed short term, but this has recovered to some extent. There are areas where short term means a long term out of stock. Canned and dry beans are in short supply. That seems to be a long term recovery rather than a short term. Buyers are working hard to keep things on the shelves to meet the needs. Our primary distributor took a while to catch up to the demand. We didn't know when or if a truck was going to show up. We went five full days without a truck showing up. This adds to the disruption and stress and triggers the shoppers anxiety and confidence. Workers in the store are doing an excellent job dealing with customers. We have a lot of Staff not working open hours, some are working early before we open and after hours and some have work that they can do at home. Labor overall is up and Sales are down and which is a bad financial combination. We will discuss this more in the Finance report. At the beginning of this year we joined the State Family Leave Program. This program was supposed to be rolling out by now but the revenue stream has been delayed, so any family leave we are paying is out of the Co-ops pocket.

We did bring on 6 part time workers. They are working Front end shifts and some are doing Department work. They are all former Staff people and will be working no more than 29 hours a week. They have been giving the Staff holding down the work load a

much needed respite. The disparity between hours is still happening, but is starting to even out. Grace misses having Collective meetings. The parts of what used to be we will eventually bring back.

Feedback:

Joanne- You mentioned some folks are able to work at home, what kind of duties do they do? and how do they manage that?

Some of the work being done at home includes payroll and proposal development. Accounts payable is doing some work at home. There are people working dispatch beeper form home as well.

Linda- Are any workers not able to work in the store because of health concerns? Would that be covered under disability?

Not sure if someone has looked at temporary disability benefits. Grace will pass that on to the task force

Linda asked about the impact on Working Members.

The Working Member Coordinators contacted everyone individually and let them choose if they wanted to work shifts or not. Many are not working their shifts. We are holding everyones shift for when they are ready to come back .

Committee Reports

Advocacy – has not met

Co-Sound – has not met

Finance – didn't meet but did send out a report. Finance CAT is meeting weekly with sharp eyes on cash and payroll. We got our applications in for the PPP (Paycheck Protection Program) and other federal loan programs. The PPP ran out of funding in the first few hours, we are waiting for Congress to allocate more money. Our banker sent a very promising email, that he was able to grab some funds. We don't know for sure, we are waiting for confirmation. 8

Joanne- Do we have to pay back the loan?

It is considered a loan, but if you don't lay anyone off we don't have to pay it back. We are hearing from the banks and other Co-ops that is the intent of the program but the details have not been inked. Astoria has been paid. Jim added that the PPP is forgivable up to 30 years at 2.75% . The Finance team moved rapidly once we had approval from the Board.

Expansion – has not met

Eco Planning – has not met

Personnel – has not met

Member Relations – has not met

Local- has not met

Standing Hiring- has not met

Community Sustaining Fund (CSF) Liaison – met twice and are looking at a non profit status. It is a bureaucratic process. They also have their bylaws written out.

Elections Task Force- has not met

Board Pages Task Force- has not met

Mel asked if anyone has looked at the Website. She recommends that we all take a look and keep notes on our thoughts. Then we can make suggestions to the new Website Coordinator. Grace will check in with Outreach about who is interested in working on the Website.

Linda would like all to look at other co-ops websites and finds that ours is not user friendly and frankly off putting.

Cristina also adds that Google searching is easier to find things than from the Website tabs. Grace thinks its clunky and not dynamic.

- *Grace will checkin with the Outreach team about the website.*

Commitments

- *Fred will email Eco planning sustainability report to the Eco Planning Committee*
Pending.
- *Fred will send the finance notes out to all*
Pending
- *Cris will send out the grocery store worker guidelines*
- *Grace will send financial analysis of curbside pickup*
- *Grace will checkin with the Outreach team about the website.*

Meeting Eval

Nice facilitation

Next Facilitators

Joanne and Cristina

Decisions out of Meeting

1. 4/6 SBA Signatory

From Finance via email

Proposal

The Board of Directors of the Olympia Food Co-op hereby authorizes Harry Levine to be the official signatory for our application and all things related to the SBA Paycheck Protection Program.

Consent

2. Approval of March Meeting Minutes

via email

Consent