



## Board Meeting Minutes

2.20.2020

**Attendance :** Fred Medlicott, Joanne McCaughan, Ben Witten, Cristina Rodriguez, Jace Denton, Jim Hutcheon, Mel Bilodeau, Fern Moore (*Board Coordinator*), Grace Cox (*Staff Representative*)

**Absent:** Peter Brown, Linda Myers

## Agenda

- Agenda Review
- Announcements
- Mission Statement
- Member Comment
- Commitments Review
- Co-op Kitchen Expansion Report
- Committee Reports
- Staff Report
- Task Force and Liaison Assignments
- Break
- Fundraising Task Force
- Board Trainings
- Commitments
- Meeting Evaluation
- Next Facilitators
- Executive Session

## Announcements

- Peter is unable to attend tonight's meeting
- Joanne, Thanks the Board for their action in donating to the Tom Nogler fund for \$250.
- Fred announced that Spring Arts Walk is coming up and the NW CDC is hosting Coop a topia again on April 25<sup>th</sup>. He is hoping we can get Board members to staff the booth again this year. Let him know if you are interested

## Member Comment

None

## Commitments Review

- ***Grace will solicit someone from BPC for the community solar project***  
*Pending. Fred talked to Mason and they will have detailed offering for the Co-op to review by Tuesday next week.*
- ***Fred will complete the member comment notes from September***  
*Pending*
- ***Fern will contact the photographer***  
*Pending*
- ***Fred will send back out the board pages password to all***  
*Pending*
- ***Fern will forward Collective meeting schedule to the Board***  
*Pending*
- ***Grace will follow through with this request and have them fill out the advocacy form***  
*Pending. Talked to legislator about it. It's a better bill than her first reading. Pat or Robyn should fill out the Advocacy form .*
- ***Fern will send out land acknowledgement monthly***  
*Complete*

- ***Fred will send out a doodle poll for February.***  
*Pending. John will be contacting everyone*
- ***Everyone will send topics or questions regarding Cooperative Governance training to Fred***  
*Complete*

## **Co-op Kitchen Expansion Update**

Staff Member, Olivia attended to present the Co-op Kitchen Expansion update. Grace mentioned that there was a request from someone that represents another department to refer to it as the 'Co-op Kitchen' remodel instead of just 'Deli'. It is a more inclusive consideration, when we think of it only as the Deli workers kitchen it has subtle implications about who uses the space. We now refer to it as the 'Co-op Kitchen' remodel.

Olivia showed some signage examples of communication to the Membership. Bradley, the project manager, is sending out all Staff emails twice a week and now almost every other day. Bradley has made the commitment to send modified updates to social media and the Membership.

The Deli closed on February 7<sup>th</sup>. The demolition of the kitchen began the following Tuesday and was completed on Wednesday Feb 11<sup>th</sup> and 12<sup>th</sup>. Olivia showed pictures of the demolition. We are using bright tape to show hazards and sending out safety updates as needed. The concrete has been cut and with that we incurred an unexpected expense. The foundation was crumbling when they cut it as there was no rebar support. They repaired this issue. On the 13<sup>th</sup> and 14<sup>th</sup>, they excavated a trench and installed the main plumbing and drains. On the 19<sup>th</sup> they poured the new concrete. The concrete is curing today and framing materials have been delivered. Framing begins tomorrow. Staff left land acknowledgements and gratitudes on pieces of paper that were imbedded in the new concrete. Framing should be complete Monday, then electrical and the rest of the plumbing should take five days. Then we will have our outer inspection. We are on track with the drafted timeline, with final inspections the last week of March.

There have been impacts on Staff and operations. Currently the Staff kitchen adjacent to the space, has been trimmed down. At this time we are in flux about what the Staff kitchen will turn out to be. Its cramped and things have been displaced. There are many tripping hazards. We are about to have a lot more noise and dust and smells. The safety concerns are being brought up frequently. Any Staff has the ability to halt construction in case of any issues. Overall impact is that remodels suck. But everyone has been incredibly supportive and generous and the Contractors seem to very happy to work with our questions and concerns.

The impact is mostly affecting Deli workers and other Departments that use the kitchen. The Deli is using the Farmers Market Kitchen for production. They have additional tasks of getting ingredients that are at the Eastside. They are making extra trips to run food up to the stores at the end of their shifts as well as using our regularly scheduled Store transfer time. Cheese is not selling bulk feta or mozzarella at this time without access to kitchen prep or sinks. They have stocked with alternatives. Cheese cutting is happening at the Westside store.

The impact on sales is roughly as we expected. there is a greater impact at the Eastside store. The Deli folks have come up with cool innovations to support sales. Soup was packaged in glass jars which significantly increased the cost. There is some discussion that they might not do soup. They also have introduced pre packaged meals in boxes.

Feedback:

Joanne asked if they are doing work at night? Concrete was cut at night, and they used an electrical cutter. Olivias understanding is that the rest of the work will be done during store hours.

Ben -Very informative. Thank you

Fred- He noticed it mentioned we might have Staff do the painting to save costs? He wonders if we have already hired he would like to pitch hiring the Painters Co-op.

*Olivia will pass that request on to Bradley.*

Grace mentioned that as a Front End worker she has been pleasantly surprised by customers reactions to the empty salad bar. There have been no angry starving people. The interesting thing about the sales impact, was the salad bar closure and snowmageddon last year are perfectly timed, so sales were dramatically down last year and we are still showing growth this week.

## Committee Reports

**Advocacy** – did not meet

**Co-Sound** – Held a Mixer on the 10<sup>th</sup> and will be doing another one in two months. They are still working on the 501C6 application. They also are working on developing a morning meeting for Worker Co-ops.

**Finance** – 2019 statements are complete and they are reviewing the fourth quarter. They request agenda time next month for end of year statements.

*- Fern will schedule Corey for end of year statements for March*

**Expansion** – has not met. Has been receiving regular Kitchen expansion updates from Bradley.

**Eco Planning** - Zero waste camp met and are developing a mug month. Each person who brings a container for coffee gets a raffle ticket. They hope to do it often.

**Personnel** – Agenda item for the executive session

**Member Relations** – Held a small meeting with one Staff member. They are working on the charter revisions and getting much closer

**Local-** has not met. Have a meeting scheduled for the end of the month

**Standing Hiring-** has not met.

**Community Sustaining Fund (CSF) Liaison** – They met and are talking about going to a different type of non profit status. They are trying to help distribute the funds for Sue Lundy raised thru Kiwanis and need the right status to distribute funds. Fred suggested a ‘fiscal sponsorship agreement’ which is a contract to allow a separate non profit to receive funds. NWCDC has done that before. He has more information if needed

**Elections Task Force-** has not met.

**Board Pages Task Force-** has not met.

## **Staff Report**

We have been dealing with and adjusting to the tear down and rebuild of the Co-op Kitchen which has been a major disruptor. It is going very well and we are all getting used to it. We installed a microwave for customer use, at the Eastside store.

We had an additional expense we weren't expecting. The heater broke at the Eastside and we had to replace it. It got done rather quickly, because its rather cold. Inventory is coming up at the end of March.

Two new Staff are up and running and working shifts. They are doing a great job. One Staff person left with just two weeks notice, it wasn't contentious or negative. We have four new Staff that will be starting the first week in March.

Fred asked if the microwave is going to stay out after the Deli is back ?

*Yes*

Joanne asked about concerns about health reasons to not have a microwave?

*Grace took a meeting with the person and brought in another person who has that specific device, and brought in his doctor. A great deal of attention was given to their concerns. No accommodations have been asked for. Joanne recommended that they ask for an accommodation, that's up to them if they want to.*

Fred asked if we will let the Board know when the next staff meetings are?

*Yes. Fern has a commitment to send out the staff collective meeting schedule*

## **Taskforce and Liaison Assignments**

**CSF-** Joanne

**Newsletter-** Jace Denton

**Elections-** Jim, Linda, Mel, Fred

**Bylaws-** Fred, Mel, Grace (would like to offer balloting) check in with peter

*- Fern will send out the Bylaws task force process to all*

**Delta Force-** Jim, Mel

**Board Retreat Planning-** Joanne, Jim, Ben

**Capital Campaign -** Jim, Peter, Fred, Ben

**Board Pages –** Fred, Jim, Mel

## **Capital Campaign Task Force**

Jim, Fred and Ben met last week, Peter was out of town.

They started with basic ideas and discussed creating a charter for a new Committee. They are evaluating Sparrow hawk services as well as alternatives. They discussed the difference between member equity drives and preferred shares. Each Task Force Member committed to solicit a bid for similar services.

Fred thought we would identify feasibility for new location as well as an organizational review. He understood that they would each solicit two bids for both services.

Mel pointed that it was recommended that we do an organizational review regardless.

At the meeting they came up with great ideas and wanted buy in from the group, specifically regarding:

Is it worth us to do our own investigation to change our status? Just Exploring not paying.

Linda feels that this is something that we **must** do. She would like more information about this.

Joanne wonders if NWCDC can present us with options and would like a presentation to the Board. Fred can do it for free.

They will present to the Board what we are now and other options at an upcoming meeting.

## **Board Trainings**

John wasn't able to schedule the training, they were swamped last month. He will send out a doodle poll to everyone with possible times. Please respond when it is received.

Jace has people interested in general cooperative training.

*Have them email Fred he can hook them into other trainings. This one is specifically for the Board.*

Facilitation training :

The Dispute Resolution Center has a facilitation training. It may be more than we need most of the time. Its not very affordable. We should think about how much we want to spend on facilitation.

Not everyone has had a financial overview.

- ***Jim will send out a doodle poll and will invite all once dates have been set for the Financial overview training***

Cristina requests an overview on the lawsuit

*Grace mentions that this could maybe be done in an executive session.*

Mel requests a non violent communication training

- ***Jim will contact the non violent communication trainer***

Fred has info about sustainability marketing and financial reporting. He will send it to the Eco Planning Committee

- ***Fred will email Eco Planning Committee the sustainability report to the Eco Planning Committee***

## **Commitments**

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- ***Jim will send out a doodle poll and will invite all once dates have been set for the Financial overview training***
- ***Jim will contact the non violent communication trainer***
- ***Fred will email Eco Planning Committee the sustainability report***
- ***Everyone will review the Board page on the website***
- ***Fern will contact the website about deleting the Elections bios***

## Meeting Eval

Brief and quick not too heavy  
Nice facilitation

Please send Committee reports in a week before rather than day of . Send out a notification if they have not met

Please consent to the notes via email

Cristina would like to have her Election bio to be taken down from the Website  
- ***Fern will contact the website about deleting the Elections bios***

There was discussion about the Board page on the website.

- *Everyone will review the Board page on the website and bring suggestions and feedback*

## **Next Facilitators**

Joanne

Linda

## **Next Meeting**

**2019 End of Year Statements**

**Capital Campaign**