



Board Meeting Minutes

10.15.2020

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

Absent: Peter Brown, Fred Medicott

Agenda

Agenda Review

Announcements

Mission Statement

Land Acknowledgment

Commitments Review

CSF Sandwich Board Request

Staff Report

Committee Reports

Member Relations Proposals - Charter Revisions and Appeals

Break

Annual Meeting Agenda Approval

Board Elections

Commitments

Meeting Eval

Next Facilitators

Executive Session

Announcements

- Peter is unable to attend tonights meeting.

- Jayana and Adam, the new candidates for the Board election, were invited to attend tonights meeting.

Adam applied to join the Board and understands there are not a lot of Candidates who applied. He is looking forward to contribute and build with us. He has been a Member since 2001-2002. He wanted to do more in the community and this seemed like a great opportunity.

Jayana has been a local Olympian most of her life. She spent some time in Oregon and Idaho. She currently works for the Nisqually Indian Tribe as a Chief of Staff to their Corporation. Before that she was a Waldorf teacher. She is currently working on her second Masters on Management and Leadership and is an Evergreen grad. She finds herself at that age that she realizes her resume needs be built wider. She also misses doing more humanitarian based things, working with a for profit business. Even if there are still conversations that center on the environment, it wasn't enough and she set out to find some outlet for that. She saw the recruitment for the Board on Facebook. She has been a Member of the Co-op for ten years off and on.

- Provender 2020 Conference is coming up. We have purchased the Staff Pack, send your interest to Grace. Everyone can go!

- Mel is grateful for the metals and minerals that have come out of the earth so that we can have this technology to keep doing what we want to do.

Land Acknowledgment

This month we honor the tribes of the Medicine creek treaty. Monday was Indigenous Peoples Day. It has been a long process in reclaiming that holiday from the invaders. Its a good time to think about the original peoples who took care of this land for thousand of years and remember them by thanking them and mentioning the five tribes of the Medicine Creek treaty on land that we occupy and benefit from.

Commitments Review

- *Grace will send out the Colville Nation report to all*
Complete
- *Grace will arrange for the donation to the Colville Nation*
Complete
- *Linda will send the prior Organizational Health Survey to all*
Complete
- *Fred will ask John to share his thesis*
Pending
- *Joanne will send the CSF sandwich board request to Fern for the next meeting*
Complete
- *Linda will send out the list of Annual meeting discussion group topics*
Complete
- *Joanne will send out Annual Meeting Agenda for consent at next months meeting*
Complete
- *Fred will write up a report about possible investments.*
Pending

CSF Sandwich Board Request

The Community Sustaining Fund collects register donations from the Co-ops and they are getting ready for their Annual Grant Cycle. Donations have been down this year and they had the idea of placing a sandwich board outside of the stores on weekends. They would be responsible for placing it and where it would be placed.

Feedback

Grace reminds that outside of the stores are really crowded with the Covid supplies and signage. It may be more challenging to find the right place.

Proposal

The Board of Directors enable CSF to place a sandwich board with the reminder/message for folks to round up, and how that benefits our community organizations. It would be placed and removed by a member of the CSF committee, and we could alternate between the stores.

Consent

Stand Aside- Grace

- Grace will coordinate with CSF and Staff on locations for the sandwich boards

Covid Task Force Letter Approval

SEE ATTACHED DOCUMENT #1

The Covid task force drafted a letter to share with people who refuse to wear a mask in the stores. Staff feedback was solicited and incorporated. Staff is seeking the Boards Consent.

Feedback

Linda shares that this states that children under 2 would not be allowed to shop with parents.

Jim has misgivings with this piece as well, the mere fact of being 2 doesn't mean they wouldn't spread pathogens

Proposal

The Board approves the Covid Task Force Letter

Consent

- Grace will relay the feedback to the Covid Task Force

Staff Report

We did hire a number of Working Members to work Cashier shifts and Door shifts at both Stores. Our scheduling is so much better and it has helped so much. We have moved to Staffing all the registers at both Stores. With 3 lanes West and 4 East. Its been difficult without all the lanes, there has frequently been a line waiting to get in and line at the registers. There is training that can help quickly with that, but opening all the lanes is ideal. We also are acknowledging that with everyones stress levels, that letting the Co-op be where someone can finish a conversation is a value. We have tunnels of shower curtains between the lanes, the really stormy day was quite exciting, hopefully we don't have to many windstorms while we are incased in shower curtains. We are having less confrontations with mask-less folks. We have been on a hiatus on filling all of the door shifts, which has started a batch of new problems including the store gets to full and people do get passed us without masks. While the door shifts and masks falls on Front End, the responsibility needs to be shared with all positions in the Store in case they manage to get past us mask-less. We are back to Staffing the the door at peak hours. As terrible as the smoke was recently, everyone wanted to wear a mask and we had little trouble. We are back to the mask-less visitors at about one or two a day. They continue to choose to make a stand at the Olympia Food Co-op.

We went through the first round of Collective meetings where we discussed our approach to budgeting this year. There is always uncertainty with budgeting, a flying leap of faith, a best guess. This year we need to guess about even more things and on more of a variety. For example conferences and trainings, we don't know when they will happen with regularity again. There are lots of unknowns, the Covid issues, rebuilding the economy, and the supply chain. Co-ops are all being encouraged by the NCG to retain cash as much as we can. We still have PPP money and we have more cash then we ever have. The PPP is not forgiven yet and it does not mean we should spend that cash. If we are investing in anything, it is where the supply chain is broken. We are projecting the sales growth numbers, sales per labor hour and other labor metric projections from our Finance team and less from the Departments themselves. As a Collective we worked on the budget goals and had general conversations about labor in general. It wasn't productive, but people had a chance to share ideas.

Another thing to report that relates to the Board. There was a Staff person that shared feedback about the same phrase on the Board recruitment poster that we worked on, 'underrepresented groups' The feedback was all the things we discussed. None of us liked it at the time and we have the opportunity to take a whole year to come up with a better way to talk about recruiting for diversity, equity and inclusion We need to take that input and move forward with that work.

Committee Reports

Advocacy – has not met

Co-Sound – has not met

Expansion – has not met

Eco Planning – They can't do much right now but have committed to thinking about creating videos about bulk and containers for the Co-op Website. Jace interviewed Ryan from Olympia Community Solar and submitted it to Robyn to be published.

Finance – has not met meet. We just finished the 3rd quarter report.

Local - has not met

Member Relations – have agenda items later in this meeting

Personnel – met today an ESP is coming to conclusion. The rest of the report will be discussed in Executive Session.

Standing Hiring- has not met

Community Sustaining Fund (CSF) Liaison – has not met

Elections Task Force- This task force is comprised of Jim, Linda, and Fred.

Board Pages Task Force- This task force is comprised of Fred, Jim, Grace and Mel.

Capital Campaign - This task force is comprised of Jim, Peter, Fred, and Ben.

Accountability Subcommittee- This group is comprised of Linda, Joanne and Mel.

Member Relations Proposal - Charter Revisions SEE ATTACHED DOCUMENT #2

The Member Relations Charter has not been revised since 2015. In the original charter the MRC handled complaints and concerns from Members, this process has since changed. Over the past three years the Committee wanted to remain to be involved in concerns and complaints. Two years ago the Committee worked on the Unwelcome Behavior Process, enabling complaints to go to the Resolution Team where it is either resolved, a behavioral agreement is made, or a trespass order is issued. We didn't have an appeal system within this process and we had a situation that went back to forth from the Board and Staff. The new Charter supports MRC involvement in complaints.

Feedback

Jim noticed in the Committee composition that one of the Board members is specified as the CSF Liaison

This was included when the CSF liaison position was created to act as a direct point of contact for CSF. The Round up program and requests are also in the purview of the MRC

Joanne adds that there are currently no active Members at Large on the Committee. This concerns her, as the Members are a vital part of this Committee. Their input is valuable and vital to making decisions and creating the Annual meeting. She has a concern that we revised the Charter without Members of large actively serving on the Committee.

Jim asked if she raised this concern with MRC?

Yes, and she should have stood aside .

Linda adds that we have been working on this revision for years and unable to get through this document. Staff raised concerns about recruiting a Member at Large before changing the Charter. That in order to recruit the charter needs to reflect the work that they we do.

Mel shares that Alejandro is willing to help recruit Members at large for the MRC as the Working Member Coordinator .

Jim sees that the Charter prescribes 2-4 Members at large. The work of the Committee can continue to be done without Members of Large. A possible recommendation is to make it 0-4 . He will not block it .

Grace reminds that the Board creates Charters before Committees are even formed. She does not see that Members at large need to be included in the development of the Charter, but they do need to be recruited into a Committee that is understood.

Mel asked Grace about the request to the suggestion coordinator for a quarterly report.
with a little back and forth they did make a report. but it is not in their job descriptions. they discussed ideas for how to make it easy to do quarterly.

The Board requests the change to CSF Liaison and change Membership from 2-4 to 'up to 4'.

Proposal

The Board approves the Member Relations Charter.

Consent

- Linda will send the final charter to Fern to archive and update where needed.

Annual Meeting Agenda Approval

Mel presented the Annual Meeting agenda for the Boards approval. Robyn is coordinating the prerecording of segments with Dave.

4TH DRAFT SCHEDULE

OLYMPIA FOOD CO-OP 43rd ANNUAL (First Virtual)
MEMBERSHIP MEETING: Inspiring A Just Future
NOVEMBER 7TH, 2020 from 11 AM – 2 PM on ZOOM

10:30 AM: TECHNICAL CHECK-IN (Questions about Zoom platform)
11:00 AM: WELCOME Jim Hutcheon, President Co-op Board
11:05: BOARD REPORT Jim Hutcheon, President Co-op Board
11:15: STAFF REPORT/COVID Task Force – Nichelle (prerecorded)
11:25: FINANCE REPORT Corey , Finance CAT (prerecorded?)
11:30: KITCHEN REMODEL, Bradley

11:35: BEER & WINE REPORT _____
11:40: ECOPLANNING COMMITTEE, Allison Sykes (prerecorded)
11:45: MEET THE BOARD CANDIDATES
12:00 Lunchtime Sharing (pics & recipes shared in chat) _____
12:15 KEYNOTE – Ellany Kayce, Board Chair Nakani Native Program
12:30: WORKSHOPPING ISSUES

Breakout Rooms/Channels

- A.) Social Justice, with Ellany Kayce (continued)
- B.) Co-op History/Trivia / win swag! Harry
- C.) Become a Working Member Q&A, Alejandro
- D.) Supporting Local Farms and Products Q&A, Cristina Rodriguez
- E.) Open Committee Positions Q&A, Joanne McCaughan
- F.) Co-op Development Q&A, Fred Medicot
- G.) Lunchtime Sharing (continued)

1:30: OUTCOMES Share from each Channel
1:45: FAREWELL Jim Hutcheon

Feedback

Grace has never done a Zoom with breakouts and wonders about if there are not enough people for the breakout sessions and who will make the call to move along.

Linda will ask that question to the Committee and the gentleman who will be hosting the event for us. We will get some clarity from him and logistics on how its going to happen. Each room will have a facilitator they could make the call.

Linda is concerned that the hour long breakout rooms is too long. The draft of the Agenda has been sent to the technicians and there was no feedback.

Mel agrees that an hour might be long.

Jim shares that an hour will be needed for people switching from room to room. The management of it will be tricky and appreciates the work and thought put into it

Proposal

The Board approves the 2020 Annual Meeting Agenda

Consent

Board Elections

3 Candidates applied for the 2020 Election. Per the by laws we must hold an Annual election. All votes will be counted, tallied and reported. Linda invited the Candidates to attend Board meetings.

The Voting stations have been setup at both stores. We will have online voting this year and encourage people to vote online. We have created a QR code that takes folks straight to the ballot online.

- Linda will reach out to Robyn about QR code flyers.*
- Linda will send the approved minutes to the candidates*
- Grace and Jim will coordinate training with candidates.*

Commitments

- Grace will coordinate with CSF and Staff on locations for the sandwich boards*
- Grace will relay feedback to Covid Task Force*
- Linda will send the final charter to Fern to archive and update where needed.*
- Linda will reach out to Robyn about QR code flyers.*
- Linda will send the approved minutes to the candidates*
- Grace and Jim will coordinate training with candidates.*

Meeting Eval

Next Meeting

Member Relations Appeal Process

Facilitators

Joanne and Fred

Executive Session

Proposal

The Humane Resources Committee and Harry as New Staff Training Coordinator, propose that the Personnel Committee of the Board recommend to the Olympia Food Co-op Board of Directors, that the employment of Estef Perez-Gomes be terminated on Nov 10, 2020 unless she has achieved Staff Collective consent to join the Collective by Nov 9, 2020. The Board approved the termination proposal, adding a condition that a further proposal for a separation agreement be considered.

Consent: Cristina, Jace, Mel, Linda, Jim

Stand Aside: Grace, Joanne, Ben

Decisions out of Meeting

- 1. Approval of Sept Meeting Minutes** - decision made via email

Consent

Attached Documents

1. Covid Task Force Letter Approval



October 15, 2020

Dear Co-op Member/Customer,

In response to the COVID-19 Pandemic, The Olympia Food Co-op has convened a task force to ensure that the organization has the most current information available about evolving safety guidelines.

In order to comply with Governor Inslee's statewide face covering order, the Co-op has modified our shopping policies to require that all customers wishing to shop in-stores wear the approved face coverings (<https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering>).

The Co-op acknowledges that there **are two exemptions to the face-covering rule:**

- Children who are **two-years-old** and under (**note: children three to five-years-old, with assistance from an adult, should wear a mask in public settings like grocery stores or pharmacies**)
- Persons with a medical condition, mental health condition, developmental/cognitive condition that prevents wearing a face covering

If one of the above exemptions prevents you or your loved one from wearing an approved face covering, please utilize the following shopping accommodations:

- Customer Proxy (a friend or household member uses your membership to shop for you)
- If time and staffing levels permit, individual Staff members may be willing to shop for you. No more than 10 items per visit
- **Order Online for Pick-up (visit: <https://www.olympiafood.coop>)**

Utilizing one of these accommodations **helps to prevent** our Staff, **Working Members** and other customers from getting sick. It is our hope that the additional services will offer convenience for you during **this difficult time.**

If you have any additional concerns, complaints, suggestions **or** comments please contact the Olympia Food Co-op's Resolution Team at: resolutionteam@olympiafood.coop

Sincerely,

The Staff & Board of the Olympia Food Coop

2. Member Relations Proposal - Charter Revision

Member Relations Committee Charter

Consented to by MRC on 9-4-2020 **(Next step: Board Approval)**

Purpose: Facilitate communication, awareness and engagement between the Co-op Membership, Staff and Board.

Committee Essential Functions:

1. Organize and host the Co-op Annual Membership Meeting. Collaborate with the Board on setting the agenda, date, budget, and outreach.
2. Support the Co-op Annual Elections in collaboration with the Elections Task Force and Outreach.
3. Organize and host Co-op Conversations as necessary in collaboration with other relevant groups.
4. Create and maintain a Co-op Member Guide that includes policies and procedures relevant to members, such as: organization bylaws; decision-making structure; information on who-to-go-to-for-what; processes for filing a grievance or appeal, and how to join a committee or become a Working Member. Each store will have a hard copy available for members to review that will include a link to the same documents online.)
5. Create and maintain clear Tabling Policies and Guidelines for the stores.
6. Create and maintain policy for the Round-Up at the Register donations program.
7. Consider member appeals to the Staff Resolution Team's decisions regarding Behavioral Agreements and No Trespass Orders (see Appeals Process.)

Committee Essential Tasks:

1. Respond to member inquiries as appropriate in coordination with: Membership, Suggestions Coordinator, Customer Service, Resolution Team, Outreach, or Board.
2. Support Outreach efforts by performing tasks such as: tabling; setting up and tearing down. events; writing articles; conducting research, and more.
3. Create and maintain a working Annual Member Relations Committee Schedule.-
4. Support Outreach CAT to develop an Annual Co-op Marketing Plan.
5. Review quarterly reports from the Resolution Team, Working Member CAT, and Suggestions Coordinator.

Staff Representatives' Essential Tasks:

1. Act as Committee Coordinator
2. Monitor the Member Relations Committee email account and ensure a response is made within one week. Bring relevant messages to the Committee for consideration and forward others as appropriate.
3. Coordinate requests from applicants to the Round-Up Program, including: channeling requests to the Collective and Board for consent, communicating with applicants, and coordinating with POS, Outreach and Accounts Payable.
4. Representative from Outreach CAT will give regular status reports.
5. Submit Staff Labor Hours Request for Annual Co-op Operating Budget Negotiations

Committee Makeup:

2-4 Board Representatives (including at least one from Community Sustaining Fund)

2-4 Members-At-Large (see Application Process)

2-4 Staff Representatives (including at least one from Outreach CAT)

