



Board Meeting Minutes

December 15, 2022

Board Members in Attendance

Cristina Rodriguez (via Zoom)
Joanne McCaughn
Linda Myers (via Zoom)
Tanzania Ertel
Trudy Springer
Harry Levine (*staff representative to the board*)

Staff Members in Attendance

Ben Panish (via Zoom)
Ian Bicklehaupt (via Zoom)
Jeni O'Connor
Treavor Sands

Other Members in Attendance

Kate Cox (Board Member elect)

Facilitators: Trudy / Joanne

Notes: Max Crabapple

Agenda

- Agenda Review
- Mission Statement
- Land Acknowledgment
- Member Comment
- Announcements & Check-in
- Commitments Review
- November Meeting Minutes Proposal
- Zoom Meeting Protocols
- 2023 Budget Presentation/Proposal
- Committee Reports
- Staff Report
- Board Retreat Report
- Staff Rep to the Board & Board Coordinator job descriptions
- Capital Homecare Co-op Round-up Proposal
- Staff Questions about Policy Governance
- Procedure for Creating Board Meeting Agenda
- Commitments
- Meeting Eval
- Executive Session

Agenda Review

Looks fine. Someone is letting Paulette know approximately when she'll be wanted to zoom in to the meeting for the Capital Homecare Co-op Round-Up item.

Land Acknowledgment

We start the meeting today by taking a moment to honor the land and the people whose ancestors have been stewards of this unceded land since time immemorial. We acknowledge the contemporary communities of Squaxin Island, Nisqually and all the people of the Medicine Creek Treaty.

Member Comment

No member comment. Those attending the meeting who are not on the board say hello.

Announcements

Linda is attending via zoom as she's under the weather.

Max is sorry the hybrid/zoom set up is terrible – it's not as it should be.

Previous Commitments

Board members will read over and have questions/suggested revisions of Board Rep & Board Observer job descriptions ready for the December meeting – *at least some yes?*

Harry will work with Linda to create an implementation process for her Policy Governance work – *deferred*

Board members will attend a workshopping session outside of the monthly board meeting – *took on by Board Development committee; they met*

Trudy will share links to online resources to address misconceptions and questions staff have about what Policy Governance is and its relationship with collective management - *done*

Elected board members will let Harry know what they would like to hear about in the staff report – *Harry hasn't heard from anyone; it's an open invitation*

Linda will look in the TCEDC to see if they're a good resource for the co-op Expansion Committee - *done*

Harry commits to coordinating with Daniel Bernstein or Jeff Spring to take Board photos (for updating and putting up the in-store Board of Directors signage) – *done*,

but Harry would like the photos to be taken at the beginning of the January Board meeting, and Joanne doesn't agree to this. Joanne would like the Board photos to be coordinated outside of the meeting, either around town during the day or at the stores

Tanzania, Trudy, Harry, Alejandro, and possibly Joanne will make up the Town Hall task force (or committee?) - *Tanzania sent out a 'catch-up' email to collective staff (some staff emails don't follow the norm, so she's needed some help with that). Treavor notes that he's seen some success with using doodle polls.*

(From previous meeting) Joanne will work with staff to make changes in the alcohol addiction and recovery resources pamphlet. – *done; Joanne left her pamphlet with changes written in at the Eastside customer service desk*

Zoom meeting protocols

Discussion considering the pros and cons of hybrid meeting.

Joanne will bring a proposal about meeting protocols to the next meeting.

2023 Budget proposal

Harry points out that we can see the proposed 2023 budget, and to the right of that column you can see the 2021 actual income and expenditure, and to the right of that, 2020, etc. We're projecting we'll make 19.5 million in sales in 2023. The cost of goods sold are projected to be a bit less than 12.5 million, and the difference is our gross margin. From the gross margin, we pay out everything we need to run the business – staff costs, utilities, etc., and one place we're looking at saving a considerable amount in the coming year is using a debit/credit processor through NCG instead of a for-profit third party – that will be a remarkable improvement. We budget sales very conservatively, and we've been doing great. We've projected specifically for increasing cash growth, keeping staff costs steady, and this budget meets all our goals.

Proposal: the 2023 proposed budget be adopted (please see proposed budget attached)

Blocks: 0

Stand aside: 0

Consent: 6

Committee Reports

Advocacy: inactive

Board Development: The full board plan for a Policy Governance work session was turned into a Board Development work session; they got through part but not all they'd hoped to get through (working on policies). They'll keep meeting and

working through the different sections of policies.

Capital Campaign: none (inactive?)

Cooperative Health: inactive

Eco-Planning: inactive

Expansion Harry reports: maybe 1 – 1.5 years ago, an affordable housing project is going up. Called Landsdale Pointe, the development will be built at the end of Landsdale going west. Jim met with a developer from Seattle working on the project. The project is hoping the board will sign on a letter supporting the development. The Eastside store will be .3 miles from them, and they're projected to charge ~\$800 less than the average for 1- and 2-bedroom apartments.

Finance: with interest rates going up, we're encouraged to invest some of our money in interest-bearing CDs. This has happened this week; Corey's coordinated transferring maybe \$500k into CDs of varying lengths so they'll accrue more interest. The co-op currently has two loans, and Corey met with someone from Heritage Bank, which is our primary bank, and looking at our options for paying off, refinancing, or consolidating.

Member Relations: They discussed the annual meeting, how it went. The snack bags were great, and they saw more in-person attendees than last year. Next year's theme? There are ideas, and that work can start anytime.

Personnel: Linda reports they met; they discussed recent situations that came up.

Standing Hiring Committee: they've been seeing and consenting to candidates, and there have been quality applications coming through, mostly for flex staff positions.

Community Sustaining Fund: Joanne's our rep, she reports they met, had their awarding cycle, and wishes she had the information about who received the grants, but doesn't have that with her.

Staff report

The newly drafted hiring process is working. We're doing that. We're getting way more applications for flex workers than collective staff positions. It's a widespread trend for people to look for flexibility in work, and some applicants are looking into working here before committing to collective commitment.

As for morale, it's very specific to peoples' perspectives at work, but Harry's seen great morale around LaDonna Redmond's trainings (the other staff present in person concur). The raise has really helped and having time to discuss together in staff meetings has really benefitted staff morale and connection.

Board Retreat Report

Linda makes sure everyone can see the report that Jade has provided. Any questions?

It's four pages, it has the vocabulary for what the attending board members talked about.

Staff Rep to the Board – job description

This job description needs to be updated.

The topic is tabled until next meeting.

So why have officers?

Board Coordinator job description

Also tabled until next meeting

Capital Homecare Co-op Round Up proposal

Paulette is here (via zoom) to talk about the organization and why they're asking for the round up. Paulette is a former board member and current member.

Proposal: Capital Homecare Cooperative is added as an option to the Olympia Food Co-op's Round Up at the Register Program starting in January 2023 for six months from the start date.

Blocks: 0

Stand aside: 0

Consent: 6

Staff Questions about Policy Governance

Harry recommends that it's not it's necessarily important to discuss all the questions right now, but that in the presentations to the staff in January, these questions are addressed.

Linda has already shared these questions with Jade, and they will have a phone conference about this before the presentations. Jade will have a power point and will address these, and it won't be the last conversation with the staff about Policy Governance.

Creating the Board Meeting Agenda – see attached document Creating the Board Agenda

This was discussed and will be revisited at the next meeting in January.

Meeting Eval

The hybrid format is hard. It would be awesome to ask someone from tech to be here for the first half hour to set up at the next few meetings.

The food was great.

Thank you, Cristina, for serving on the board! Harry wishes he could have spent more time working with her, as everything she shared has been great.

Treavor noticed that even with the hybrid challenges, he's seen a lot of patience from everyone in the meeting, and each person working through the meeting cooperatively. Each person brings a lot to the table.

Harry appreciates the facilitation Trudy and Joanne tonight, but also sees the benefit of a dedicated facilitator. Max notes she's heard an ask to consider having a facilitator at every meeting since she's been with the group (starting July).

There's a consideration of interpersonal/group meeting dynamics, which segues to an executive session.

Executive Session (*confidential discussion*)

Commitments

Trudy will bring a 'Zoom Meeting Protocols' proposal to a future meeting

Max will be in touch with Mo about the Home Health Care Co-op round-up.

Max will put the Staff Rep to the Board and Board Observer job descriptions on the agenda for the January meeting.

Harry will send zoom links to all the January collective staff meetings to all board members with projected time of the Policy Governance Questions agenda item.

Next Meeting

January 19, 2023 6-9:30pm

Everyone invited to gather for food & casual conversation 5:30-6pm

1. Board Retreat Report



Columinate

Catalysts for Common Good

columinate.coop

Olympia Food Co-op Retreat Report

held September 25, 2022 – 11 am-5:00 pm, Prepared by Jade Barker

Participants: Linda Myers, president; Trudy Springer, vice president; Joanne McCaughan, treasurer; Grace Cox, staff representative; Max Crabapple, board assistant

Desired Outcomes: A better understanding of the Board's job, alignment on Board priorities, a better understanding of how Policy Governance supports the Board's work, fun!

Welcome

Consultant Jade Barker reviewed the agenda, explaining that this half-day retreat is part of Columinate's CBLD (Cooperative Board Leadership Development) program. Co-ops that participate in the CBLD program also get several hours of consulting and free attendance for anyone they choose to send to CBLD webinars, most of which are online at <https://columinate.coop/events/>

Introductions

Participants shared why they devote their time to Olympia Food Co-op. A variety of stories and perspectives were shared, but overall, participants seemed aligned in the belief that the Co-op has added value to their lives and to the community.

The Board's Future Vision (KJ Technique)

Participants engaged in an exercise called Affinity diagramming, or the KJ Technique (named after its inventor, Jiro Kawakita), which helps a group organize a large number of ideas quickly, building consensus. Individuals answered the question "In 25 years, what will be different in Olympia because the Co-op exists?" on post-it notes, sorted their answers into groups, named the groups, and then prioritized their answers, with the best answers to the question getting the highest score. Group scores were as follows (for a complete list of Post-it notes, see end of this report).

- 10 - Food justice, Sustainable food
- 8 - Community
- 5 - Workplace democracy, Quality of life
- 4 - Co-op values
- 3 - The 'go to' food store
- 0 - Wholistic food awareness



The Board's Job

Jade discussed key elements of the board's job, including duty of care and duty of loyalty. Directors are legally responsible for acting in the best interests of the cooperative, and can be liable for both wrongful actions and failure to act, but are generally legally protected if they: show up, do homework, participate in discussion, assess performance, document carefully, honor decisions, reveal potential conflict, protect confidentiality and maintain the integrity of their processes.

Accountability Spiral

Jade also described the accountability spiral, illustrating how empowerment flows one way through the cooperative, and accountability flows the other way. (In your co-op, the staff collective takes the place of the general manager, operational managers and staff in the accountability spiral shown.)



 Columinate

The 4 Pillars of Cooperative Governance

The Four Pillars of Cooperative Governance

Jade also described the 4 pillars of cooperative governance, a model of cooperative governance that many co-op boards use to help guide their work. The 4 pillars are:

Strategic Leadership - is articulating the cooperative's direction/purpose and setting up the organization for movement.

Teaming - is working together to achieve common purpose

Accountable Empowerment - is empowering people and holding them accountable for the power granted.

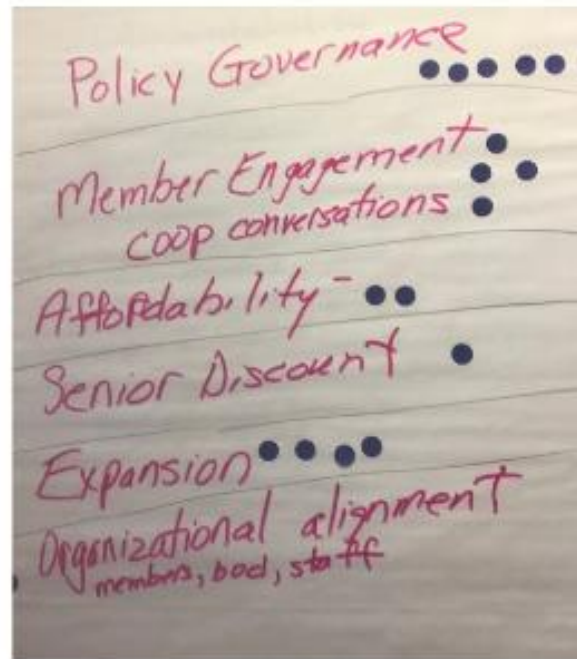
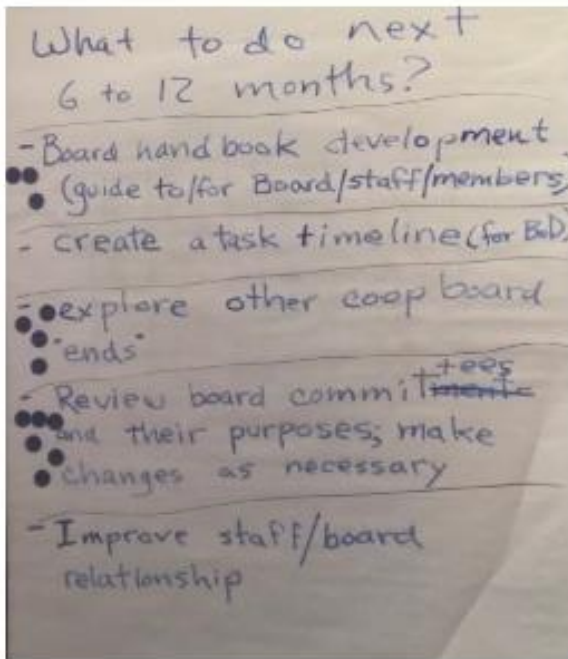
Democracy - is sustaining a culture in which people choose meaningful ways to participate

Understanding Policy Governance

Jade described Policy Governance®, a system of accountable empowerment that many boards use to guide their work. There are four types of policies that help clarify delegation, roles, and how the board intends to do its work: Ends, Executive Limitations, Board Process, and Board/Management Relationship.

Board priorities

Participants were asked, what are the major issues the Board wants to focus on for the next 6-12 months? They wrote their answers on Flipchart paper, then each individual chose and voted on their top three priorities (shown below).



Closing

Participants shared one thing they had gotten out of spending the afternoon together. They then filled out evaluation forms which are compiled below.

Retreat preparation

Taking Care of Board Fundamentals by Joel Kopischke

Precautions and Protections: summarizing the legal responsibilities of cooperative boards by Thane Joyal

<https://columinate.coop/precautions-and-protections-summarizing-legal-responsibilities-of-cooperative-boards/>

Policy Register Template Users' Guide

<https://columinate.coop/policy-register-template-users-guide/>

OPTIONAL: Policy Governance Source Document

<https://governforimpact.org/resources/principles-of-policy-governance.html>

Olympia Food Co-op Compiled Retreat Evaluations – Sept. 25, 2022

1. Please rate each topic by circling the response that best describes your opinion. 1= less effective, 5 = more effective.

| | | | | | AVG | Comment (if any) |
|--------------------------|---|---|---|---|------|---|
| Content | 5 | 3 | 5 | 5 | 4.5 | More, please!; I am new to this material and in a role that I'm really soaking it in/ "chewing on it"–I'm sure this is frustrating – or I can understand it is, but I'm not having 1-5 responses come to me at all. |
| Leaders' presentation | 5 | 4 | 5 | 5 | 4.75 | Excellent and caring; Liked directiveness; Jade was super clear, great communication and <u>excellent</u> stewarding through the exercises. Great time management. |
| Workshop Dynamics | 4 | 4 | 4 | 5 | 4.2 | |
| Amount and Use of Time | 5 | 4 | 4 | 5 | 4.6 | Would have liked to talk some about the categories and little stickers. |
| Usefulness to your board | 5 | 4 | 5 | 5 | 4.75 | Very useful |
| Usefulness to you | 5 | 3 | 5 | 5 | 4.5 | Very |
| Overall | 5 | 3 | 5 | 5 | 4.5 | A great learning opportunity |

- The best aspect of the session was: Time spent together exploring and sharing cooperatively; learning to prioritize; values post-its; Being with each other outside of a Board meeting – loose structure was great – relaxed environment; the fact that we were a very small group made participation easier.
- The most disappointing aspect of the session was: Having our bylaws called weird and awkward. Even if they are, that was awkward; the palpable tension from staff; board members absences; not the session – but wish our other 2 Board members had been here; I'm not sure how we can use the info collected in the sticky notes exercise.
- The most valuable thing I learned was: Why we're here today – that how to do a board member's job is missing information (or missing structure) for the current board members; that policy governance is a valuable tool; P.G. won't kill us; We all really do have the best interest of the co-op at the forefront; Making time to work with the staff helps to humanize each other; despite tensions around power.
- The greatest benefit to the co-op from this session will be: The board having this shared experience to support upcoming board meetings – if our board feels better about their work, that's good for the organization; implementing what we've learned; Board evaluating its own work; a board with a plan can be much more effective in our work; Our board members would be open to working with the staff on the challenging work ahead of us.
- The session would have been better if: Our other board members came; all the board members had attended; not football Sunday; all Board members were here in attendance; If more of our board members had made an effort to attend, or let us know why not...
- Do you have any other comments that would help us evaluate and improve this session? Thank you, Jade; Preparation ahead of time, e.g. the opportunity to develop the agenda together...

2. Staff Representative to the Board – job description

Staff Representative Job Description

Purpose: Represent Staff as a member of the Board of Directors; Be a diplomatic representative to the Board from the staff; Work with Board Support Team to assist with completing Board administrative tasks.

Essential Functions

1. Perform all duties of a director, as specified in the Bylaws.
2. Represent staff consensus and decisions to the Board
3. Report monthly Staff activities to Board
4. Communicate in a respectful and timely manner with members, other individuals and organizations
5. Read and respond to board emails, letters, suggestion forms and other communications; forward to full Board when appropriate
6. Prepare for Board meetings with Board Support Team
7. Perform Administrative tasks as outlined in Board Support Task List
8. Act as the Board Spokesperson

Skills and Qualifications

- Clear written and verbal communicator with the ability to explain complex concepts in easily understood language
- Ability to present a diplomatic and nuanced understanding of Co-op issues
- Ability to understand and to fairly and articulately communicate points of view that you may disagree with, as well as to communicate between groups and individuals with differing views
- Knowledge about the workings of the co-op including having an understanding of the duties and relationships among staff, board, and membership
- Ability to understand and help direct Co-op decision-making processes (who needs to consent, who needs to give feedback, on what timeline, etc.)
- Computer skills and regular internet use/access
- Excellent time-management skills and a history of on-time meeting attendance
- Strong facilitation skills

Physical Requirements

- Ability to attend long meetings
- Computer-use

Connection with Other Job Descriptions

- Works closely with the Board Support Team
- Communicates with staff collective about board activities

Consented by Staff and BOD, Oct/Nov 2015

3. Board Coordinator - job description

Board Coordinator Job Description

Purpose: To coordinate and participate in the activities of the Board of Directors and support the Board Support Team with all administrative duties.

Essential Functions:

1. Act as the Administrative Assistant to the Board (*See Board Support Task List*)
2. Act as note taker for the meetings, ensure that accurate and complete meeting minutes are recorded and archived.
3. Ensure regular communications between Staff and Board, following the Monthly Communications Schedule. **Coordinate the Board section of Staffpages**
4. Oversee Board Annual Calendar
5. Help guide board meeting discussions by offering information to help represent staff insight and organizational process.
6. Facilitate Strategic planning and Board requests.
7. Prepare for Board meetings with Board Support Team

Skills and Qualifications

- Administrative and record-keeping skills – ability to take notes according to legal requirements, computer use, including word-processing and spreadsheet applications
- A clear understanding of Co-op structure and processes
- Timeliness
- Attention to detail
- Ability to clearly communicate

Physical Requirements

- Ability to sit in long meetings
- Writing
- Typing, computer use

Connection to other job descriptions

- Works closely with the Board Support Team
- Communicates with staff collective about board activities

4. Capital Homecare Co-op Round-Up Proposal

Proposal for Round Up at the Register, Capital Homecare Cooperative

Contact person: Paulette LaDouceur, General Manager

Phone number: (360) 888-6175; Email: admin@capitalhomecare.coop;
capitalhomecare.coop

Date and duration of Round-up request: January, 2023 - July, 2023

Background: CHC has been struggling with low client hours and with hiring reliable caregivers. Funds gathered would be utilized for ongoing staff development and training needs. We have more competition than our 4 other Sister Homecare Co-ops throughout the state. We need community support to help us continue to provide exceptional homecare to seniors and folks with disabilities in our community. Assistance from OFC in spreading information about this cooperative venture would be very beneficial.

How does your group or project align with the Co-op's Purpose & Goals?

The 6th and 7th of the 7 Cooperative Principals are "Cooperation among cooperatives" and "Concern for community". Capital Homecare Cooperative is a worker owned co-op that provides exceptional care to seniors and folks with disabilities right here in our community. As a young co-op, we need community support to help us grow and continue to provide our services to people who depend on us for their daily care. Our business has survived throughout the pandemic and continues to help keep vulnerable community members safe in their homes. Our organization provides training, support, and empowerment to our workers.

The CHC will work with the Co-op's outreach team to develop materials and content to spread the word about this effort for the duration of the roundup.

The Member Relations Committee discussed this request on Dec 12, and recommends the round up to Board and Staff.

Proposal:

Capital Homecare Cooperative is added as an option to the Olympia Food Co-op's Round Up at the Register Program starting in January, 2023 for 6 months from the start date.

5. Staff Questions about Policy Governance

To: The Board

From: Harry

Re: Questions Generated from Staff Regarding Policy Governance

12-8-22

BACKGROUND

There was an agenda item from the Board that was intended for the November Collective Meeting but they were not able to present until the new year.

Staff have received the documents about Policy Governance in preparation for the presentation.

In the Nov Mtgs, the Collective took some time to take down any questions staff have for the Board to help them with their January presentation.

These are adapted from the notes of the meetings. You can see that they vary in scope and thoughts.

I ask to understand them in the context. This was the first opportunity for Staff to talk about what they read and try to understand what it means.

Please try to hear the essence of the questions and in understanding them, it will help in presentations of this going into the future.

QUESTIONS FROM STAFF

* My big question, I have looked into board policy governance, been at several board meetings. Normally it is a way for the board to remove itself from daily operations. In our case, it feels like what they are wanting, is more from us. Do they just want to know what we are doing? Isn't that what our committees are for? My short question would be, how do they see the board policy governance, help support their work, in a way we couldn't do in another way? Or we can leave off the end, how will it support their work? It sounds like they are not getting something that they need.

* Is part of your question. How is this going to support their work in a way they are not getting now? How is this going to give them something they

need that they are not getting now?

- * Share examples of how policy governance has worked in collectively managed workplaces.

- * Give an explanation of how the Board using policy governance would work with the Staff collective system.

- * What specific issue or issues are we addressing with this. Is it a change of something new, there is a reason behind it. What specifically is this addressing. If it is not anything specific. Then what is the drive behind it.

- * This is something I asked at a Board meeting. What Board/Staff procedures are they trying to address with Policy Governance. That clarity would be helpful.

- * Seeing the document and the language was difficult to read, probably even for a first language English speaker. Having a lot of clarification about the document and what the terms are meaning. I found it very difficult to understand.

- * I would like the Board to know, the more info we have about how Policy Governance can work within our collective structure, I think the more open people will be. Sharing a doc that speaks about a general manager over and over again was alarming, and perhaps unnecessarily alarming. I would find it helpful to know how Columinate feels it would fit it into our style of governance.

- * Did people understand this at all? What percentage of us understand what it meant and what the implications for us are? Or did everyone shut down when they heard general manager over and over again? It seemed really foreign to me and I didn't understand the implications.

- * I don't think you two are in the minority of feeling it didn't make sense and wondering why it kept saying general manager. I read something else about policy governance that made more sense before I saw that doc so I had a better foundation. It might be good to celebrate the fact that we survived several years of COVID, continued to make profits and made it through all that and perhaps there were other things we didn't get to during that time. But it's time to work on our Board/Staff relationship and perhaps Policy Governance can help us get there.

* I had to watch videos that helped me understand it more but I still view it as a way to consolidate power within a board using doublespeak.

* I didn't get it either, but it seems to me that part of it is board keeping its hand out of operations which I support.

* I don't understand how it's different from what we have. I'd like to clarify what they think specifically policy governance would add that we don't already have as part of our processes.

* Similarly, I don't know what it is, why we need it, what's wrong. It feels like it's a buzz word that people are throwing around. I really want to understand it. It makes me a little nervous, though I don't know if it needs to be worrisome.

* I don't know a ton about it either, but I have worked with other personnel coordinators who work for co-op's who use it and it seems that there are a lot of reporting requirements and that it's very data driven about business. I think it would be awesome to do more reporting, it could be a positive to be sharing more info with each other. The scary part would be, who establishes the benchmarks and what would they be? Hopefully we'd be able to work with the Board to establish something that would be reasonable.

* I am curious about what the Board has planned to create more buy-in from staff around this topic. I wonder why there hasn't been more info for us about what they are doing and planning.

* If the Board is trying to clarify what their roles are, I support them in that. Perhaps things aren't as clear as they could be. If there is danger that it would affect our governance, then I share concerns.

* The doc they sent had GM all through it. Is there a different word that goes in every place that says GM?

* My take on what their agenda might be is to get us back on track for our accountability process. Perhaps they would be asking for information about things we used to track, but aren't now. Perhaps they'd like to see us functioning more smoothly. Perhaps BPC could be our form of collective

GM.

* I'm wondering where this is coming from. Not from the staff, so it feels like it's coming from outside. Did they hear about it at a conference? If so, how is it better than what we already have? Is it worth our time?

6. Procedure for Creating Board Meeting Agenda

Any Co-op member (Board member, staff member, working member, member) can request an item be added to the Board agenda. Although not every request can be added to the agenda, any member is welcome to speak during the member comment period at the beginning of the meeting.

To be added to the Board agenda, send a request to the Board President and/or Board Administrator at ofcboard@olympiafood.coop. This request must be received at least **2 weeks prior to the meeting**.

This request should include:

- a. Your name and/or the name of their group
- b. Contact information (email address and phone number)
- c. A short description of the agenda item
- d. The outcome requested (are you requesting a decision made, information considered, a process begun, etc.? Please note: A decision is rarely made during the initial presentation. Generally, decisions will be made during the following meeting or later, depending on the proposal.)
- e. An estimate of how much meeting time will be needed to attend to the request
- f. Any supporting documents that you wish the Board to review prior to the meeting

Once your request is received, the Board President and Board Administrator will consider the competing needs of the month's agenda and let you know whether your item can be added (see "Creating the Board Agenda" below). The Administrator may also ask for additional information or make alternate suggestions.

The Board Administrator sends a "Board Packet" to all Board members **1 week before the scheduled board meeting**. The Packet includes the agenda, the prior month's meeting minutes (for approval), proposals and supporting documents for discussion.

This gives board members time to review all of the documentation ahead of the meeting

Creating the Board Agenda

The purpose of Board meetings are for the BOD to attend to the business of the Co-op as outlined in the bylaws. Generally, this includes hearing from the membership, staying updated on Co-op projects, policies and finances, and making decisions. Because the Board's time is limited, not every proposed item can be heard at each meeting. This document lays out procedures for creating the Board agenda.

Procedure

The Board Administrator and Board President create the proposed agenda.

The Board Administrator with the Board President will screen proposed Board agenda items to determine whether they are appropriate for the Board to consider. If the proposed item falls under a current Co-op policy, staff job description, or a Board chartered committee, the person proposing the item will first be directed to that policy, person or group to pursue their interest. In evaluating proposed items, the Board Administrator and President will consider the following characteristics:

Timeliness: Is it necessary for the Board to undertake this task at this time?

Purview: Is the item within the purview of the Board?

Priorities: When considering multiple items competing for limited time, which items are of a higher priority for the organization as a whole or for the Board in particular? Proposed items that are clearly and unequivocally inappropriate for the Board or Co-op in general will not be heard by the Board.

Appeals

The Board Administrator and President will do their best to uphold the mission and values of the Co-op (including anti-oppression work) when creating the agenda. However, since no one is infallible, any person who has been denied access to the Board agenda by the Administrator and President can ask that the Board itself consider the request for time. The Administrator will then forward the person's request to the Board via email and the Board will decide whether to add the item to the agenda. Note: If a person's item is not added to the agenda, they are welcome to speak during the member comment period.

Member Comment

Any member is welcome and encouraged to attend the Board meeting and speak during the member comment period. The member comment period is a time set aside at each meeting during which members can bring any concern or idea relating to the Co-op to the Board for consideration. Although the Board does not make decisions during the member comment period, they may decide to consider a matter further or request that a proposal be brought in the future