**Board of Directors Agenda April 18, 2024,** **6 - 8:30pm**

This meeting will be held at the downtown office and remotely via Zoom.

Members are welcome to send comments to ofcboard@olympiafood.coop.

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| **Agenda Item** | **Intention** | **Time** | **Clock** |
| Agenda Review |  | 4 min | 6pm |
| Announcements |  | 4 min |  |
| Mission Statement |  | 2 min |  |
| Land Acknowledgement |  | 2 min |  |
| Member Comment | Listen | 5 min |  |
| Previous Commitments | Review | 3 min |  |
| Removal of Linda and Trudy from BOD (Andie) | Discuss |  |  |
| ***~ break ~*** |  |  | 7:15-7:25 |
| Amendment to Board Development Committee Charter | Discuss/consent | 5 min |  |
| Board retreats for 2024 | Discuss | 30 min |  |
| Committee Check-in | Discuss | 10 min |  |
| Staff & Committee Reports | Discuss | 5 min |  |
| Approval of March minutes | consent | 5 min |  |
| Commitments | Review | 2 min |  |
| Meeting Evaluation & Next Facilitators | Review | 2 min |  |

**Total Meeting Time**: **2.5** **hours**

*Executive Session (Bylaws, Section III, number 16): “Board meetings shall normally be open to the membership. The Board may close meetings at its discretion to discuss personnel matters, legal matters, or other items which require private discussion.”*

<https://us02web.zoom.us/j/83511996874?pwd=cDZmRStzdlU3VWdpSkh4TVBGdmpPUT09>

**Proposed Amendment to Board Development Committee Charter**

**Charter for the Board Development Committee**

**Olympia Food Co-op Board of Directors**

**Purpose:** Oversee and facilitate board development including recruiting, training, and evaluation.

**Committee Essential Functions**

1. Implement and oversee evaluation processes for Directors and the OFC Board as a whole.

2. Identify gaps in Board knowledge and training.

3. Develop and recruit members for Board service.

4. Manage ongoing Board co-operative education and training (monthly reading, workshops, etc.).

***\*5.  Plan and organize Board retreats\*  proposed amendment***

**Committee Essential Tasks**

1. Perform annual internal Board evaluation process and create a report.

2. Collaborate with Working Member Coordinators to identify and recruit potential Board members with an eye to addressing gaps in skills and knowledge and coordinating a recruitment event once a year for working members.

3. Develop annual Co-operative Education and Board Development calendar.

4. Collaborate with Training CAT to schedule workshops and trainings for the Board of Directors.

5. Create and maintain Co-operative Education Resource Directory for Board use.

6. Facilitate ongoing Board education with monthly reading and discussions.

**Staff Representatives’ Essential Tasks**

1. Facilitate annual internal Board evaluation process.

2. Assist with the identification and execution of Education and Training opportunities.

3. Assist in coordination of annual board recruitment event.

**Committee Makeup**

Up to 3 Board Members

Up to 2 Staff Members (ideally a Working Member Coordinator)