**Olympia Food Co-op Board of Directors** **February 15, 2024**  **6 - 8:30pm**

Board members present: Andie Giron, Harry Levine *(staff rep),* Ike Kineswa, Jennifern Falknor, Jim Hutcheon, Kate Cox, Linda Myers, Ruth Brownstein, Trudy Springer

Absent: Dave Toler

Others present: Jeni O’Connor

Notes: Max Crabapple

**Agenda** – the agenda stands

**Member Comment -** *none*

**Previous Commitments**

* Harry will talk to the task-force working on DEI / anti-oppression related training and connect Andie with them to talk about what trauma-informed training might look like. – *pending*
* Jim will write an amendment that matches the by-laws re: C-5, number 8. – *continuing*
* Jim commits to looking into paid parking in the hotel’s garage next door. – Jim was offered 3 reserved spots for a total of $100/month, which would hold those spots for everyday use. Trudy would like to see a minimum of 5 spots. Linda found day passes may be an option.
* Harry will work with Breanne to bring the staff survey results about the scheduling system
* Ruth, Jim, and Jeni will meet with Tech staff to go over setting up for hybrid meetings – Ruth and Jeni met and trained with James (tech team), and they will meet and train with Jim.

**Staff, Committee, and Task Force Reports**

Staff and Board-Staff Relations Task Force provided reports in meeting, and the Board Development, Member Relations, and Advocacy Committees provided written reports ahead of the meeting.

**December 2023 Meeting Minutes Approval**

**Proposal: The Board approves of the December meeting minutes, with the addition of the attendance list.**

Stand aside: 3 (Jennifern, Ruth, and Ike)

Block: 0

Consent: 6  **CONSENT**

Jennifern, Ruth, and Ike stand aside as they were all not at the December meeting.

**January 2024 Meeting Minutes Approval**

**Proposal: The Board approves the January meeting minutes.**

Stand aside: 1 (Trudy)

Block: 0

Consent: 8  **CONSENT**

Trudy spoke to her stand aside: she did not have a chance to read them over.

**Budget Proposal**

Proposal: The Board requests the Collective to prepare a 5 year budget for the years 2025-2030. The Board also requests that a draft of the budget will be ready for initial review by August 2024.

The board discussed 5-year budgets without plans, and 5-year plans with budgets.

The proposal will be brought to Finance CAT for feedback and come back to the next meeting.

**Survey Proposal**

Proposal: Send out an all staff email, with written notices for boxes, asking if people would be willing to participate in a workplace satisfaction survey? The survey would be conducted by a Columinate consultant with Human Resources expertise. Board and Staff would have the opportunity to provide input on survey questions. All survey results, including an executive summary and full report, would be made available to anyone who is interested.

The decision to conduct this survey will be made by consensus amongst the board and staff.

The proposal is discussed, and a re-worded proposal presented for consent.

**Proposal: At staff collective meetings, collective staff will be asked if they’re willing to participate in a workplace satisfaction survey. The survey would be conducted by a Columinate consultant with Human Resources expertise. Board and Staff would have the opportunity to provide input on survey questions. All survey results, including an executive summary and full report, would be made available to anyone who is interested.**

Stand aside: 3 (Harry, Ruth, Andie)

Block: 0

Consent: 6 **CONSENT**

Harry spoke to his stand aside in previous meetings and this one; he’s concerned a board member coming to staff meetings (instead of him, the staff rep who’s supposed to bring proposals from the board to the staff), in addition to using Columinate to conduct the survey, in addition to the goal being to collect information about staff rather than connect with staff, amidst the tensions between Board and staff that are currently being worked on by the task force, all adds up to a bad idea, and probably won’t be successful. He would block this proposal, but he doesn’t see it meets the ‘intrinsically harmful’ threshold.

Andie spoke to her stand aside: she doesn’t see this prioritizing a connection between staff and the board. The data isn’t helpful without the relationship.

Ruth spoke to her stand aside: she agrees with what Harry and Andie said.

**March Board Retreat**

An update on the March 10 retreat planning is provided. The board discussed related and other matters.

**Eastside Remodel Project Proposal –** *from Bradley, MJ, and Kitty*

After the completion of the Eastside floor replacement, there is renewed interest to research and bring to the Collective and Board a vision of a multi-phased remodel for the Eastside store. The collective has agreed to form a project team (that’s us) to begin this process. The problems we’ve identified as most significant are (not in order of priority):

* We need more parking and intentional use of the lot next door
* We need staff bathrooms and a breakroom
* The “courtyard” space between the buildings is wasted prime space
* We need more office space
* The front end has many bottlenecks, is crowded and is hard to shop
* Your ideas here

The team met with the architect and builder who worked on the Eastside Deli and Westside Kitchen remodels, and they suggest that it would be most prudent to come up with a phased remodel plan, to be carried out over the next 2-5 years. Sections of the plan could be completed one part at a time, but with the other parts in mind and on the horizon, so each would be part of an overall “master plan”. This approach could help us save trouble and money because we won’t have to start everything anew as we go, and we’d be able to foresee major parts that might be consolidated, such as groundwork and major plumbing and electrical portions. In this stage of the process, we’re just exploring what could be the vision for a remodel.

The Team’s process will be to research and detail out remodel plans, consistently communicating with Finance CAT, Facilities CAT, Big Picture Cat, the Expansion Committee of the Board, Eastside department managers, and the Collective to build consensus and evolve the vision. Consent for the overall vision and separate phases will be with the Collective and Board.

The first phase of this project will require the services of an Architect and a Civil Engineer. This is similar to the process that we went through before beginning construction on the Eastside and Westside Kitchen projects. For the Westside, we had to pay for architectural drawings before we could get a bid from the contractor to build it. For this project, the preliminary Architect fee is estimated to be $4,500-5,500. The Eastside project will also require the services of a Civil Engineer, who will oversee the overall site plan and pre-submission issues, as well as creating preliminary site plan construction cost estimates. Their fee estimate is $7,500-8,000. In addition, if we consolidate the lots, we’ll need to work with a land surveyor. Their estimate for services is around $12,000, but that work can be completed at a later date.

**Therefore, we are proposing that** **we hire the Architect and Civil Engineer, estimated cost $12,500-14,000.** This is a necessary step if we want to consider building additional square footage at the Eastside Store. It will allow us to develop long-term remodel plans that are informed, realistic, and attainable. Proposals for services are all attached. Please let us know if there are any questions. Thanks!

The board provided feedback on the proposal.

**Proposal: The co-op hires an Architect and Civil Engineer, estimated cost $12,500-14,000, as a necessary step to consider building additional square footage at the Eastside Store, allowing for the development of informed, realistic, and attainable long-term remodel plans.**

Block: 3 (Kate, Linda, Trudy)

Stand aside: 0

Consent: 6 **BLOCK**

*Kate: feels this is premature; this needs to be brought out to the membership, not just the collective; it’s not in the budget; she doesn’t feel good about making pressured decisions, like with the flooring project.*

*Linda: feels this is putting the cart before the horse; we need to know how much space we need for the retail footprint first before finding out what’s possible.*

*Trudy: the membership represents all the members, not just the staff, and they want a bigger store; people hate the co-op; the stores need to be welcoming to everyone.*

**Board Responsibilities article discussion**

Kate asks what are our responsibilities to the coop? Each director is asked for their answer.

Jim welcomes everyone to bring something to meetings for discussion such as an article, something that may spark discussion.

**Commitments**

* Harry will talk to the task-force working on DEI / anti-oppression related training and connect Andie with them to talk about what trauma-informed training might look like. – *pending*
* Harry will work with Breanne to bring the staff survey results about the scheduling system
* Harry would like to know (and will ask Corey and NCG Coordinators) how many co-ops have 5-year plans.
* Harry thinks a strategic plan is a fantastic idea, and a 5-year budget without a strategic plan doesn’t make sense. ...bring this to the Finance CAT, as those who see to the budget process, get feedback and come back with that next month.
* Harry agrees that having unknown capital plan expenditures in the budget is preferable, and will be bringing that feedback back to the Finance CAT.
* Linda wants to know what size building will fit on that lot. Harry says we have that information. Linda says she’s asked and asked, and has never gotten an answer. She would also like to see the full report from the expansion plan done around 2014.
* Also, Harry will ask Kitty and Bradley if this survey would answer that question.

**Meeting eval**

Andie was brutally interrupted by Linda. This has happened before; it borders on bullying behavior, and isn’t acceptable. No one else spoke up when it happened. There’s been a pattern of Linda interrupting and talking over and not letting her finish. Andie has repeatedly asked her not to do this. If it happens again, Andie will call for Linda’s resignation.

Kate believes we should be held accountable to our code of conduct, and it’s appropriate for anyone to bring it up when a board member is acting outside of the code of conduct.

Harry lets Trudy know it was not okay to deny Harry’s experience with Columinate. He stated his actual experience, and she interrupted that he was wrong, multiple times. He requests Trudy not deny other people’s statements of their own experience. Trudy responds that she can’t predict what will happen in the future.

Ike notes that we have to follow our guidelines if we are going to do our work. If someone is speaking, we have to be mindful and let him finish. If you have questions, you can ask them after. The intent is for all of us to be respectful. If you have something to say, say it kindly, and not be antagonistic.

How does a facilitator handle this? Even with a non-antagonistic interruption, it’s awkward to interrupt an interruption. We can all work on our own emotional regulation.

**Next facilitator:** Kate

**Next meeting:** March 21 (3rd Thursday)