Board Members in Attendance: Karen, Debbie, Carolyn, Tyler, Wendy

Others in Attendance: Shannon, Nick, Wes, Jen

Note Taker: Carolyn

Facilitator: Debbie

Time Keeper:Tyler

Minutes

**NOTE: SETTLE IN TIME HAS BEEN REMOVED; WE WILL START CHECK INS AT 6:00**

* Introductions + Pronouns + Check Ins + Firestarter (5 minutes)
  + Review Facilitation Style + Hand Signals
* Check In On Communication (10 minutes)

Notes:

* Tyler- Email about co-op status to membership well written and communicated
* Karen- glad she was remained she was looped into the thread and remember to use the board@ email
* Wendy- Alex let know to use their personal vs. the cafe because they request using their personal more as they check that more often
* Debbie- asks that the emails are more clear about what to use so it’s easier to send the emails to everyone month to month
* ACTION by Coordinators: A system needs to be established so ensure both coordinators see the email. Maybe use the followup tags or star the emails.
* Last week’s coordinator notes were sent out late but were sent- clarification by Shannon
* Last month’s board meeting minutes need to be sent out for approval- ACTION by WENDY
* On-Going Equity & Inclusivity Work (10 minutes)
  + Check in on timeline for Ubuntu work

Notes:

* Updates. Ficial approval paperwork is approved. Wendy & Debbie still need to meet. Debbie has researched potential sources of funding. No questions on this at this time.
  + Racial Equity Implementation Guide (REIG) for Food Hubs
    - Discuss 1 question from the section: **Governance & Management**
      * How does your food hub hold itself accountable for its racial equity values and commitments?

Notes- segway into the Currents Ad

* Decision about the currents and if we should continue advertising based on the current article
* Moving to the board making a decision and what steps to take
* Email sent out to the board about the current updates
* There is a community meeting tomorrow that is being attended by board members about a dialogue that is being started to get more information about the situation
* Debbie is in support of waiting a month to get more information and have more dialogue before the May ad is due having a followup before a decision is made
* A meeting should happen before the May meeting and anybody can attend to talk about the decision. At least an email and scheduling a meeting would be more beneficial. Action- Wendy will schedule a meeting

Notes:

* Everyone staff and board and how we should and are held more accountable
* Wendy- there is no way we are held accountable at this point. No goals have been made. Goals could be made to ensure actions happen. i.e. products that are brought into the store
* Nik- Accountabling means there’s something to be held accountable to. There is currently no structure to ensure racial equality occurs.
* Debbie- there are informal structures that do happen in discussions that need to happen when staff/board feel unsafe or have concerns.
* Wendy- The co-op can improve documenting what decisions we made and why we made them so fuure board/staff can understand those decisions.
* i.e. Having documents that are made and allows others to understand why those decisions are made. Can be made transparent on the website/documents.
* Coordinator Reports / Strategy (30 minutes)
* Store (12 minutes)

Notes:

* A SMART goal still needs to be set by Jen and Nick
* Having sale items in the front is encouraging more sales on the special days
* Importance of volunteers and customers are important on sales. Staff and Volunteers are on top of the list of top shoppers.
* 17% growth over last year. Step forward toward getting in the black.
* Been much more busy in the store overall
* Weather is part of the increased sales
* Karen asks if worse sellers are being pulled and how. NIck clarified that’s it’s mostly visual at this point. Aiming to have better numbers once the Admin position is hired.
* Karen- points out that the store has been looking great and Wes says thank you for mopping
* ATM still needs to be resolved. Needs to be finalized with the electrician. Tyler points out that this can be supportive of a community of color business in the area.
* Café (12 minutes)

Notes:

* Changed to top 10 sold. Most is bakery and grab and go. Philly is the top seller on the hot items
* Build out the hot take out and promote it
* Since the letter has gone out the numbers have gone up
* Goals- highlighting social media and focusing on encouraging daily soups in stories. Using specials and posting for food waste to ensure it gets used before it’s waste
* Developing a timeline on how to open the space for inside seating and what needs to happen. The space needs to be reorganized including the basement to make the inside seating to be cleaned up so it’s not used as cafe space. Getting the staff more used to having people in the area again.
* Wendy and Carolyn- looking into a parklet for the outside seating and if any grants are available with the city. ACTION- Carolyn and Wendy look into this week.
* Debbie asks to clarify how ordering goes back to the cafe for take-outs and how it happens to look at the cafe taking on the orders and tasks that the store has taken on.
* In spring will be doing an updated menu on what is selling well and adding in more items. Shannon is looking at what ordering needs to go up/down based the changes that are happening.
* Clarification on how the ordering used to occur with the cafe pre-COVID
* The cafe staff are looking at what will make them comfortable with having customers in the space again
* Alex has stepped up with social media and has been doing posts
* Volunteer Coordinator (6 minutes)

Notes:

* Apologize for not having a report and is playing catch up- will be sending one out
* Working on a schedule and has an orientation on every Saturday 10a if they are interested in volunteering
* Going to push for more volunteers and getting them back in the store
* Chili cookoff on Saturday and encouraging people to enter
* Tom’s band will be playing and some local venues will be there
* WMSE would like to come and do an interview about the Chili Cookoff with video
* May 1st- 53212 local event and will be tabling and can do food. Important to make sure if hot food happens to have a plan and that enough can happen for the event.
* June 11th- Vegan Day
* WI BIke Week- Commuter Station potentially and membership events

* Break (10 minutes) (end at 7:05?)
* Committee Reports (15 minutes)
  + Finance Committee (8 minutes)

Notes:

* Had a meeting with two new people
* Two meetings a month as of now. April 3.
* Shannon. Wendy. Claire Lewis. Shelly. Tyler. John
* Lost money in February.
* Insurance payment- is six months- so reflects on one month
* Payroll has been steady and will jump with the two new jobs
* $5,000 from savings had to floated for a total of $15,000 from savings for the year
* Needs to be given to the board more ahead of time after approval. Committee meetings have been moved to allow enough time.
* Cafe loss will be addressed in a separate meeting with the cafe to clarify if that number is accurate
* Karen asked if an admin person would have a cost/benefit and what timeline they would help with the finances. Wendy clarified that the time/responsibility of the small tasks that the other staff takes on. Will allow the other staff more time to do their jobs.
* Restructuring member discounts and prices and what that looks like will be discussed at the board retreat.
* Notes will be emailed to the board- ACTION- Wendy

* + Communications (5 minutes)

Notes:

* Started with the new spreadsheet with Kate and started looking using it in the next few weeks
* Grace is looking into advertising and get quotes on digital advertising deals
* Tyler asks about what we will get out of the advertising and what number that would take as online advertising. Debbie clarifies that any large spending amount would need to be approved by the board if any changes with the advertising budget.
  + Membership (2 minutes)

Notes:

* Need more data entry people on the membership
* Hitting 6,000 membership numbers every brought. This would be a great membership push on social media
* Wendy will rewrite the script for membership pitch with volunteers and the store
* Rebecca Nole wants to do a membership drive
* Schedule May Board Meeting (5 minutes)
  + Expectation of having the Coordinators at the board meetings and staying the entire time- Wendy will bring to the WC meetings. At least one of the coordinators needs to stay the entire board meeting. May move out of Mondays since it’s a long day for the Coordinators.
  + Next Meeting: May 23rd- 6p to 8p
  + Looking at moving the meetings to allow all to attend. WC will discuss
* Update on Board Retreat Planning (10 minutes)

Notes:

* AJ is interested in being a board member and committed to the retreat.
* Strategy for the future. Closing Plan. Member Discount Structure. Budget. Items to look at with the retreat.
* Send an email if there are any other items to look at.
  + Date:
  + Time:
  + Location:
  + Agenda:
* Follow Up For Restructuring (25 minutes)
  + HR Specialist Position Is Posted!
    - Update on where that’s at
    - Shannon sent out the last update email with where the HR position is at.
  + Administrative Coordinator Position Is Posted!
    - Update on where that’s at
    - Debbie & Karen will be getting the updates to Aryn to move to the 1st phone interviews
  + Workers Collective Roles & Definitions
    - Review staff proposal!
    - Wendy is encouraging all cafe staff to read minutes and talk about tomorrow to move the discussion forward. Email was sent out with the last updates.
    - Proposal is to make it mandatory to attend 75% of the WC meetings and what does it mean to be a member
    - Figuring out more specifics before bringing it back to board. Update Debbie with what the current time/proposal by the next meeting’s agenda.
  + Wage Structure
* Reminder of Action Items
  + - **Communications Policy**
      * Debbie is supposed to take a stab at it; anyone else willing to give it a go?
    - **Set Up Columinate Meeting Including Board Members**
      * What do we think would be the best use of our 3 or so hours???
    - **Board role in staff and coordinator on-boarding** 
      * Debbie is supposed to draft talking points including:
        + State of the Co-Op
        + Role of Board /Coordinators/Staff
        + How to communicate with the board
      * All new staff meets with a board member within first 2-3 weeks
      * What is the process for assigning a board member to the new staff member
      * Training new coordinators right now – make sure there is support
    - **Structure for Volunteer Liaisons**
      * Timeline to bring this back?
      * Communication between liaisons?
      * Reporting to the Board?
  + Community Contacts List
  + Retreat Garden Plot Items

Next meeting: April 25th at 6:00pm