

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

Others in Attendance: Allux, Shannon, Nick, Jen

Note Taker: Carolyn

Facilitator: Debbie

Time Keeper: aryn

### Minutes & Notes

- *Settle In + Check Ins + Pronouns + Firestarter (10 minutes)*
- *Review Facilitation Style + Hand Signals (5 minutes)*
- *Check In On Communication (5 minutes)*
  - Overall has gone much better according to Nick
  - Karen did a great job overall with Paul's communication about tabling
  - Wendy is updating the Board@ email to make sure all new board members are getting the emails
  - Good that the board has been getting the invites to the WC meetings and the minutes, but we should have more consistency with how minutes are taken - both at the WC meetings and at the board meetings
- *On-Going Equity & Inclusivity Work (20 minutes)*
  - *Check in on timeline for Ubuntu work*
    - *Need new Board approval for fiscal sponsorship and for Wendy & Debbie to move forward seeking funds?*
      - ❖ Wendy & Debbie are going to get together before the next meeting to talk early in January
      - ❖ Debbie will follow up with Tyler & Carolyn by next board meeting on their thoughts to move forward
  - *Racial Equity Implementation Guide (REIG) for Food Hubs*
    - *Discuss 3 questions from the section: **Marketing & Sales (page 17)***
      - ❖ *How is your food hub elevating and promoting the brands, stories, and voices of producers of color in your supply chain?*
        - Products have been getting promoted more on social media, signage in the store i.e. black owned businesses
        - Consignment items from local makers have been brought in
        - Events are engaging with the new vendors i.e. Indigenous event in November
        - Bringing in more events that are inclusive in the community and how we can bring those voices into the marketing
        - Doing a later brainstorm on how we can bring in those events
        - Comm committee bringing in marketing & events
        - bringing back vendors in the store- and having them table
        - MKE Black one group to collaborate with
        - Nick brought up the workers collective is looking at future events moving forward
        - Welcome to the neighborhood event in process and Wendy is meeting up with them to talk about the coop being involved

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 12.20.21 6:00pm – IN PERSON

- ❖ Is your food hub responsive to the variety of food products desired by both domestic and international people of color in your service area? Is the food that you procure culturally relevant or appropriate in your distribution geographies?
  - o Nick brought up that some items are not brought in due to other local stores having it i.e. Puerto Rican Foods
  - o Clear signage about suggestions and the suggestion box for products for people to suggest items to bring into the store
  - o Having a physical card for folks to fill out that's a form and then a response on the wall for folks to read that the staff fills out
  - o Still be aware of that the coop is small and limited in what we can offer but in doing what we can do
  - o Variety in the cafe in foods being offered being from different cultures and promoting those recipes. Being represented in cafe foods being prepared.
- ❖ Does your hub create education and outreach materials in collaboration with partners of color, especially as it relates to reaching communities of color?
  - o What are the materials to think about and how it's delivered?
  - o Workers collective talked about bringing in education workshops in the store especially focusing on POC in the community
  - o Riverwest business spotlights having the language and signage be more in control of the makers and vendors and having their voice in the materials that are being created
  - o Being more mindful in that the language is more prepared when having to have PR materials outside and inside the store
- All Reports (30 minutes)
  - o Store (8 minutes)
    - o Nick added to the report putting in more folks accountable for day-to-day operations and tasks not being done- general tasks given as examples
    - o Greater accountability overall with the workers collective on folks completing tasks that need to be done
    - o Clarification that two people stay until 8p and one stays until 8:30p for store closers and the cafe has one person. To cut labor looking shifts and where to cut staff throughout the open/midday/close Workers Collective has been changing the schedule to reduce the labor cost
    - o Debbie asked if Copos could eventually be more categorized into larger categories to be more useful for items to be tracked better
    - o Produce cooler- at capacity with what can be done with what we have and will bring options to the board when they have some priced out
  - o Café (8 minutes)
    - o End of the Year date being December 31 for EOY reports
    - o Asked if grab and go could be broken apart in the report to show numbers
    - o Workers Collective is starting the discussion of bringing the bar and using it for the cafe being cautious being aware of COVID
    - o Cafe staff working on communicating with each other on food and reducing waste in the store
    - o Difficult to do same day specials if there is excess waste but has been trying to do that to get it sold at discount vs. wasting it
    - o Better communication and accountability with the cafe staff and coordinators are working with the staff on those items

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 12.20.21 6:00pm – IN PERSON

- o Coordinators are having the discussion of staff communication, dependability and being more aware of how the staff is working together to ensure the co-op is successful past 2023 and beyond
- o Volunteer Coordinator (5 minutes)
  - o Need more volunteers- scheduling people after the new year
  - o Sending out when orientations are happening
  - o Next meeting have the proposal for Wendy's hours to increase
  - o Currently only a handful of volunteers
  - o Wendy has been taking on admin duties which has been taking away from volunteer hours and she's going to send out to the proposal. Clarify what hours are being spent doing store or cafe shifts.
- o Finance Committee (5 minutes)
  - o Reports have been emailed out as of tonight to the board from Wendy
  - o Credits being applied are showing a more positive balance due to not being able to be on the month when they occur
  - o Wendy is having conversation with Shelly what support she needs as not having someone there is impacting the bills being paid on time. Shelly understands that the admin person will be taking on these responsibilities.
  - o Finance committee did not meet this month.
- o Communications (2 minutes)
  - o Next month will be having a discussion on the role of the Comm Comm next month with the changing roles
  - o Website update and emails update- Siteground will host emails, domain and website and gmails are still kept and being forwarded to individual/group emails to ensure the are done.
  - o Forward to a genetic board email that is Gmail (and create!) so the emails are saved and archived outside siteground
  - o Spaghetti dinner is January 22
- o Membership (2 minutes)
  - o membership has been down consider to
- Break (10 minutes) (end at 6:20?)
- Schedule January & February Board Meetings (5 minutes)
  - o Jan 24th 6p-8p. Board reports by the 19th.
  - o Feb 21st 6p-8p. Board reports by the 16th.
- *Follow Up For Restructuring (10 minutes)*
  - o *HR Specialist Position Is Posted!*
    - Update on where that's at
    - Needs to be cross posted more and no responses so far
  - o *Administrative Coordinator Position Needs to Be Posted!*
    - Debbie is working on a job description- update Debbie is still working on that to get to the board and getting a quick turnaround.
    - Carolyn will head the hiring committee. Find a second a person to take as well.
    - Post by January 3rd to get it out there so this will be a fast turnaround
    - Wendy/Debbie suggest to talk to the staff about creating a wish list of items beforehand on what the admin coordinator will do

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*

- o *Workers Collective Roles & Definitions*
  - HR typically does 3 month reviews- but is not hired yet. Nick and Jen are up for their 3 months at the end of the month, and Allux will be shortly behind
  - Debbie suggest having suggestions on who is willing to take on that role and how it happens within the Workers Collective until the HR person is hired
- o *Wage Structure*
  - Board decision requested on PTO for temp positions
  - Needs to be taken in consideration with moving forward and beyond a board meeting and have the workers collective have those discussions together to inform the board on their thoughts on how to move forward
  - Consider looking at two meetings in February about restructuring to get through larger items not being done
  - Clarification that was two coordinators and two more full time positions for the store
  - PTO policy and needs updating- employee handbook needs updating

*Other items brought up for discussion:*

- The decision to approve PTO for the request made for temp employees was brought up if a decision should be made tonight.
  - Workers Collective needs to meet for the restructuring as of this date and recognize temp workers are longer
  - Noted that the hazard pay has been extended longer than expected
  - Suggestion on a bonus for the temp workers for their time
  - Suggested to be careful if this is for COVID and support PTO up to dollar amount if for COVID reasons
  - Board is not able to make a decision tonight due to the timing and needs go through the proper channels first
  - Debbie is sending a response to the staff who inquired
- *Communications Policy (15 minutes)*

- o Review previous policy put together by the CommComm
- o Include board approval for Co-Op taking stances on topics
- o Create ad hoc committee to complete

**Brainstorm ideas on what to add- meeting notes**

- o adding communications from vendors and their voice being part of how we communicate their products and services
  - o language on political or sensitive situations the board is informed and what role the board has in those decisions
  - o role of the clarifying newsletter and communications to membership and community and how that occurs
  - o Regular posting on what is a co-op and role of the co-op in our social media and communications. bringing education to our communications
  - o
- *Follow Up on Action Items (10 minutes)*

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 12.20.21 6:00pm – IN PERSON

- o Important things to plan soon!
  - **Board role in staff and coordinator on-boarding (January)**
    - ❖ Debbie is supposed to draft talking points including:
      - o State of the Co-Op
      - o Role of Board /Coordinators/Staff
      - o 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
  - **Letter from board to membership (January)**
    - ❖ Current state of affairs
    - ❖ How to support the Co-Op
    - ❖ Call for Board Candidates
  - Plan a Board Retreat?- wait until we have more board members to finalize
  - Set Up Columinate Meeting Including Board Members
    - ❖ What do we think would be the best use of our 3 or so hours???
  - Structure for volunteer liaisons
- o Community Contacts List (Wendy, Debbie)
- o Logging board member volunteer hours (ALL BOARD!)
- o Help with content for social media posts if possible; like/comment/share! (ALL BOARD!)
- o Sign the Code of Conduct & Ethics forms & return to the Co-Op (ALL BOARD!)
- o Retreat Garden Plot Items

**Next meeting: January 24th 6p to 8p. Reports by the 19th.**

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*