Board Members in Attendance: Debbie, Tyler, Karen, Carolyn W.

Others in Attendance: AJ, Jill, Nick, Brandice, Shannon,

Note Taker: Carolyn W.

Facilitator: Debbie

Time Keeper: Tyler

Minutes

**NOTE: WE WILL START CHECK INS AT 6:00 SHARP**

* Introductions + Pronouns + Check Ins + Firestarter (10 minutes)
	+ Review Facilitation Style + Hand Signals
	+ Take Pause and Speak Up – Accountability and Inclusion
		- Practice acknowledging “As a \_\_\_ person, speaking to \_\_\_ people in the room…”
* Check In On Communication (5 minutes)

Tyler- Asks about cc’ing finance information. Not everyone was getting cc’d.

Debbie- getting the workers collective meeting notes, need to get the coordinators meetings minutes more consistently still. ACTION: Brandice will send those out

Karen- asks that new threads go into a new email so they don’t get lost. Put please RESPOND into the topic of the emails if folks want a response

Debbie- not sure what the system is if the document is responded to on the documents. They will go to the WC email- going to be checked by the coordinators

* Raising Prices in Grocery (5 minutes)
	+ Pricing based on markups
	+ What it would take to increase markups
	+ Where and how that decision is made

Debbie- all the prices are based on markups- so they increase with the cost of goods as they have been going up. Markups do not need to be membership approved- just board improved.

Nick- new- delivery fees are being added (or raised) and are now being built in the percentages. Produce is now 20% for the delivery fee.

Tyler- wants to make clear- against raising prices but wants to bring attention that it is something that can bring in revenue

Debbie- clarifies that the decision would be by the board, some communication would need to go to the membership for the rational

Tyler- costs are going up around us- would not be outside of what is happening.

Nick- is choosing not to bring in items due to cost

Wendy- would like the grocery coordinators to have some control over some items/certain vendors to play with the prices based on the situations

Nick- should consider the produce markup going up due to the delivery costs

Debbie- point of information- we everyone is trained on COPOS would be part of the discussion how it is done

* Coordinator Reports / Strategy (25 minutes)
* Store (10 minutes)

Nick: Sales are down- may be due to newsletter brought in people and it’s been a while since its bene out. Try to increase the eggs- no success. Produce- seasonal stuff is coming through. Cooler went out- got repaired. Five outdoor tables were stolen. ATM had mice issues. Moral has been low with staffing.

Debbie- Is there a protocol for freezer going out? Nick- currently there is no procedure. Looked and looked fine and then it started to thaw. Nick called for repair.

Debbie- tables?? Nick- cord disappeared and hasn’t been getting used.

Debbie- staffing- concern with events and staffing. Are conversations happening to get volunteers/hold on doing those events?

Wendy- those two events were a focus and does take away the marketing that would have happened.

Nick- events he does as he can. Jen may have been burning out due the events and clarifies that the conversations about the currents and racial issues have been draining the staff and causing moral issues.

* Café (10 minutes)

Shannon- saw a slight decrease in sales last month. Due to coordinators being sick- those gaps caused burnout and shifts were not able to be covered. Costs are going down and sales have been up. More awareness about waste in the cafe. Grab/Go sell the most with sales. Goal being open by memorial day weekend- do intend to take orders back in the cafe. Bike Week is the only event coming up.

Debbie- exciting that the cafe is taking in orders
Karen- Asks Shannon how things are going

Shannon- will have to take on more kitchen shifts- will need to hire in order get paperwork/events done. It’s going to be more difficult

* Volunteer Coordinator (5 minutes)

Wendy- a few new volunteers have been in the store. People have not been attending the drop-in ones. Working on developing getting more folks in. the current crew has been positive. Recruit volunteers. Monday coverage during the day- store Working on saying no to smaller tasks and focus on just her tasks. Signed up for Center Street Daze. Shell bell is not sure about Sidewalk sessions this summer. Bike Week- June 6 to 19th at Daily Bird- will clarify the hours this week.

* Committee Reports (15 minutes)
	+ Finance Committee (8 minutes) (agenda item later to present budgets)

Wendy: lost more than everage. Loss of $58,238 for the year to date. It’s a huge lost as it’s half of the payroll. Did not need to move any money over. $20,000 has been taken out of savings.

Karen- clarifying question- As of what date? As of today- this current event.

Tyler- had a productive meeting doing the budget and the scenarios that were played with to look at potential outcomes

Debbie- Accounts Payable number is what is actively owed to the vendors. Currently bills are paid once a month so it’s hard to know how accurate the savings and what is owed.

Karen- Is there anything that can be done beforehand a discussion.

Wendy- There are many reasons why we are at this point. We need people on this board, Another newsletter needs to go out with an update. Need board members. Folks were trained and brought in but the sales haven’t come through to support that staff yet.

Nick- consistent messaging needs to go out more often.

* + Communications (5 minutes)

Karen- meeting this week on Thursday. Will talk about communications going out to the membership.

Tyler- OnMilwaukee Update?
Wendy- Since then we have lost staff- board asked if the cafe can handle the influx of business. Advertising would be positive in getting people in the door.

Debbie- concerns with an increase of business in negative experience if the staff can not handle it.

Karen- We can focus on consistently with the food- not being just having enough staff

Jill- Advertising is about keeping the coop in existence. Alot of people will understand

Nick- being consistent is a struggle everywhere and will be difficult. However agrees focusing on volunteers, and the store.

AJ- If it doesn't bring people in the store- what’s the return on advertising. Need to look at why people want to come to the coop.

Carolyn- Advertising is a good thing to bring in volunteers and get our grocery sales up

Debbie- approval will go through the board via email from the coordinators

* + Membership (2 minutes)

Karen- Katie J. is the lead but doesn’t have that much time. Adjustments/changes need to happen to the membership committee structure.

Nick- positive story- Jen signed up four new members!

* Break (10 minutes) (end at 7:10?)
* Schedule July Board Meeting (5 minutes)

July 18th Monday- Next Board 6p to 8p

* On-Going Equity & Inclusivity Work (15 minutes)
	+ Check in on timeline for Ubuntu work

Debbie- got a proposal for $25,000. Got board approval and would get most of it through fundraising. Kept getting it pushed out. Sent an email today to give them an update. Reached out to a fundraising individual on ideas on how to get fundraising. Can use Riverworks status for non-profit status.

Karen- Indeed Brewing can be a possibility to raise funds on their Wednesday night fundraisers.

* + Video: <https://www.youtube.com/watch?v=_dg86g-QlM0&t=200s>
	+ Discussion: Write down as many categories of privilege you can think of that you fit into (race/ethnicity, socio-economic, age, gender, religion/spirituality, sexual orientation…). For each, try to think of a situation (actual or fictional) when that privilege presented a blindspot.

Karen- privilege is more than just race- and the video illustrates simply how it goes

Debbie- gives a story

Carolyn- gives their experience

AJ- gives an example of learning about a queer community

Karen- Gives an example work situation

Debbie- gives an example of a coworker

Jill- gives an example

* + Homework:
		- <https://www.hivelearning.com/site/resource/diversity-inclusion/understand-your-privilege/>
		- <https://msw.usc.edu/mswusc-blog/diversity-workshop-guide-to-discussing-identity-power-and-privilege/>
* Follow Up For Restructuring / Hiring (15 minutes)
	+ Consideration for SM

Thoughts on a way to give her a card. A night out in Riverwest- gift cards for a local place. General thoughts for now.

* + Strategies for Hiring and Maintaining
		- Café Coordinator Position
		- Grocery Coordinator Position
		- Administrative Coordinator Position
		- HR Specialist Position

Wendy: Application is for HR from someone. Update from Coordinator meeting. Hours for Admin can coordinate the HR, and get those posted with the positions that need to be hired. Before the interviews happen- have the exit interviews happen before reviewing the job descriptions.

Wendy- Debbie is going to do the exit interview for Jen and Brandice is going to do the exit interview for Allux. Asking Aaryn for documents.

Shannon- Indeed had many applications and did cost a fee. Looking for other ideas to reach out. Ask the board members to post on their social/Linkedin contacts. Make a facebook job and share it this week with your networks- ACTION FOR THE ENTIRE BOARD

* Finance Committee Extra Section – Budgets and Considerations Before the Retreat (10 min)

More discussion will happen before the retreat. This is a rough budget. This is to get the information out there.

Review of the budget

Looking at different scenarios for different scenarios- no cafe, half cafe, half grocery,

Clarification on what COGS is for cafe vs. what grocery. How the produce is impacted by the cafe using the items. When things go well.

Once we hit half a million of sales- we make a profit.

Getting volunteers in the store will make the largest difference

* Update on Board Retreat Planning (5 minutes)
	+ **Date**: June 4th & 5th
	+ **Time**: 9:30 – 5:00 on Saturday / 9:30 – 1:00 on Sunday
	+ **Location**: NEED
	+ **Agenda**: (tentative)
		- Saturday
			* 9:30 – 10:00: Breakfast
			* 10:00 – 10:30: Team Building Exercise
			* 10:30 – 1:30: Continuous Improvement Plan Development
			* 1:30 – 2:00: Break
			* 2:00 – 5:00: Next Steps (and Dreaded Conversations)
				+ WC Roles, Definitions, Wages
				+ Increase Revenue

Membership Discounts

Raise Prices

Outside Funding

* + - * + Closing Plan

Close café?

Cut staffing?

When would we ultimately close the doors completely?

* + - Sunday
			* 9:30 – 10:00: Breakfast
			* 10:00 – 12:30: Discuss & Approve 2022 Budget
			* 12:30 – 1:00: Retreat Recap & Action Items
* Reminder of Action Items
	+ - **Plan General Membership Meeting (GMM)**
			* Late summer???
			* Need future timeline of planning GMM, retreats…
			* 2021 Annual Report?
		- **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?
		- **Equity Work**
			* Everyone think of activities for the next few board meetings and email Debbie with some ideas
		- **Workers Collective**
			* Get to board benchmarks for cafe/store for OnMilwaukee
	+ Community Contacts List
	+ Retreat Garden Plot Items

Next meeting: June 27th at 6:00pm

July Meeting: July 18th Monday- 6p to 8p