Board members in attendance: Veronica, Debbie, Vince, Collin, Alyssa, Karen, Belles

Others in attendance: Paula, Ousia, Brian, Victor

Note taker: Alyssa

Facilitator: Collin

Time keeper: Debbie

Agenda

* Check ins + preferred pronouns + firestarter (5 minutes)
* Review facilitation style + hand signals (5 minutes)
* WC updates
	+ Store (5 minutes)

Inventory Coordinator update:

-Paula, definitely miss inventory, very few candidates for position, Shelly is at 12-14 hours a week, using her vacation time as supplement for full time pay- a few weeks away. Accounts payable/payroll - temporary, possible year part-time, what kind of pay would she receive,

-Karen, not wage decrease

-Paula, must be agreed upon

-Vince, clarifying if we are talking about increasing wage for position of inventory coordinator

-P,

-Brian- point of information- Shelly makes about $18/hour

-Ousia- not just about losing an inventory manager, it’s 17 years of compound work and progress, should not go back on wage

-Debbie- $18 is average wage for bookkeeper or temp

-P, could they split up the tasks to Ousia and Paula for training and future orders

-Paula, Shelly likes to keep her ordering very close to her, not comfortable passing on duties

-Ousia, coverage at the store has been really helpful, we need to find a replacement asap

-Debbie, question about consensus on rate of pay? What roles do we play for hiring process

-Paula, we are splitting the positions, budget questions

-Vince, cannot leave this open-ended, not happy to hear about keeping orders closed

-Karen, is the position too big, what kind of hours, temporary split of the hours between temporary employees

Action: Paula to ask Shelly what her timeframe might be realistically

-Ousia, is it going to go on for a long time or are we going to respect the fact that Shelly is still here, hiring a “Shelly” and hiring staff for the store are two different tasks.

-Paula: Shelly continues to do the purchasing but as she stated in her email from August 18, she will be available to continue until mid November. In a conversation with Shelly, Monday, Oct 22, I agreed to take on some of the purchasing, for a limited time. We need to hire an Inventory Coordinator, and Cafe co-manager. A second interview is scheduled with a candidate for Inventory Coordinator. We may need to repost the position. Shelly is willing to stay on in the position of accounts payable and payroll. We need to determine the terms and conditions of this newly formed position and have an agreement with Shelly about the position.

Co-op Sales

Each week WC reviews store and cafe sales and compare them to the prior year. The trend has been a downturn in sales over the past few years. We are looking at areas of loss, including the amount of product spoilage and price reductions due to past best by dates. The Co-op needs needs to tighten its operations to reduce the cost of goods by adjusting inventory.

Holiday

The store will be taking orders for Turkeys again this year. We reserved 12 Bronze Heritage Turkeys from Yuppie Hill. The Cafe will be offering pies, and vegan roasts.

On November 3, our anniversary date, we will have a Co-op wide sale - 10% off everything, including the Cafe.

Our 17th Anniversary Party November 5th Falcon Bowl

* + Café (5 minutes)
		- Co-Manager Approval

-Victor, Struggling to get through with 3 people leaving in the last two weeks. Open-availability and someone who won’t quit after two weeks. Why? Behind in class and confusing….not clear but does not seem related to the co-op cafe. Seb as co-manager, already covers shifts & especially on the weekend, significant time-off requests might delay the training (3 weeks in Montreal). 8.50 start and 10.10 after probation, manager 10 - 13

-Paula, close cafe at 8 o’clock starting November 11

-Veronica, how are we communicating that to the membership, what do we need to hire Seb

-Paula, hourly rate for new-hire Seb,

-Ousia, short-term manager position, hourly makes sense because of time-off requests as well as future plan

-Collin, is it worth it to train as a manager ?

-Ousia, commitment to co-op is already there, good-choice based on previous employment, potentially moving to Canada at the end of next summer

-Victor, ends job, Nov 2, Nov 6-14, Leaving in December again…. Coverage for morale boost and works well with others, excellent trainer. Too much to train in 4 days. Question of consistency at cafe as a fill-in and finding time to actually train.

-Karen, utilization of when Seb \**is*\* here,

-Victor, training at cafe

-Ousia, clarifying what it means for the cafe to lose another person, scheduling is a challenge, we need a good trainer.

-Victor, what can we afford ? labor is really high , 20% is really high, get our shit together in the cafe,

-Alyssa, question about ideas on why we do not have higher sales or why the money isn’t coming in

 -Brian, we cannot afford it , 40% food cost, labor cost 50% in cafe, often times salaried managers with payroll clocking 50-60 hours a week

-Group, is that what the co-op is about?!

-Karen, consistency of training and style/quality of food

-Veronica, action: email tomorrow by 5 o’clock for further questions on new-hires

-Karen, do we want to ask Victor if he can wait for someone new to apply,

-Ousia, there really are no other candidates, nobody else to apply

* + Volunteer Coordinator (5 minutes)

-Ousia, Scheduling volunteers in the cafe, service learners from Marquette and UWM, assigned reading and writing due this week. Meta house volunteers and Habitat for Humanity. Volleyball was fun! Anniversary party at 6 o’clock. Saturday the store will hold 10% off sale. Noting Shelly’s 17 years of service at the party.

-Karen, would like to have a card at the party, letter to Shelly from Ousia.

* Committee updates
	+ Finance (5 minutes) -

-Brian, finances in cafe- staffing is excessive, thinks it should be 4 people to work in the cafe, will not have money forever, member equity must be in reserve, bleeding money with the number of sales we should only need 4 people, salaried managers at more than 80 hours and not being paid overtime, we will have a problem, reference of previous VC, hourly for 40 hours a week, salaried manager would be better than hourly… observation from other business. Reverse the trend for making money. Cafe should close at 7. 1 hour will not change much in the books.

-Victor, only needing 4 full-time employees, waste of time to pay low-hourly employees.

-Debbie, difficult to ask for full-time employees with no benefits and low-hourly wages

-Collin, store is doing alright, efficient enough and holding up the cafe, small team to give solutions for future endeavors

-Karen, cafe managers are on the finance committee right?

-Collin, strategic budgeting in the cafe has not been done, we need a plan

-Brian, recommendation for scheduling of finance consistency, quickbooks, Collin is contact

Wendy from corazon, Emily from Nessun Dorma - ways to manage staff

-Vince, we are not doing anything to help ! Budget has been completely ignored, spend more time at board meeting with the annual budget

-Collin, how do we decide who is going to do what, tough decisions on how to implement plan of action with lots of big decisions on the line, we got this.

* + Building Maintenance (5 minutes)

Power shortage and bad water… eep! Waterworks main broke on Dousman. Selling water in bulk… lead feed coming from the main. Lease is up in October, month-to-month consensus. Vince abstain.

* + Communications (5 minutes)

Striving to meet every 2 weeks for regrouping and keep momentum going.

Most likely thurs 11/1 next meeting.

Met 10/11 Paula, Glenda, Lauren, Alyssa and Karen. Jess and Debbie try for next time.

17th Anniversary party Falcon Bowl Monday 11/5 6pm. 1st day of Twin Pins bowling. Cafe - sloppy jones and cake. Plan to have a card for Shelly for people to sign. Poster for the party notes that this is also Shelly’s 17th year working at the co op.

Alyssa’s project 88.9

-Alyssa, what could we give 88.9 in exchange for radio air time, action: to send board this idea.

 Survey - CommCom would like direction from the board. Need people to evaluate the responses and use to find ways to make members happy and increase our sales. We discussed a few points from the survey that may be worth acting on.

 Website - with Resse working extra in the store she has not had much time for the website. She cut out a few hours to finish and plans to have a final version **Friday, November 9**

 Social media - Alyssa and Resse plan to do more posts on FB and Instagram. She said ok to mention that she also has ideas for a more comprehensive marketing plan (her expertise). Would be great if we could find a fair way to make that happen.

* + HR Committee (5 minutes)

Victor and Paula reviews will be done soon.

* + Membership (5 minutes) \*\*SKIP\*\*

Katie Jesse has kept on Ken from COPOS, to find a solution. He thinks it will work and wants us to do a test the week before a membership becomes $120. I’m going to see if we can do a test on a fake membership before then.

No one has had a chance to look into Viroqua Co op that switched from COPOS. Would be Helpful to see how their current POS system works for memberships. Let me know if anyone wants to look into it.

Still issues with memberships as always but no big issues this month.

Volunteer liaison opinions?—Contemplating if handing out a paper with bullet points of membership benefits will help the cashier focus on the steps and not trying to explain a Membership at the same time.

Working on parameters for making a decision when our records do not show lifetime and member believes they are.

* + Volunteer Liaisons (5 minutes) \*\*SKIP\*
	+ Bylaws Ad Hoc (5 minutes) \*\*SKIP\*\*
		- We met on Oct. 4th. We finished reviewing the entire bylaws document. Debbie will be going though our ideas for edits and changes at the retreat. We have also discussed a possible happy hour or something to present a bylaws report to the membership. Details TBD.
	+ Sustainability Committee (5 minutes)

**Saturday street clean-up meet at the Co-op at 11am**

- Bulk Section (Alyssa) (10 minutes) \*\*to bring up with WC\*\*

* Other
	+ - Board Retreat Topics & Agenda Planning (15 minutes)

**Retreat Agenda 11.10-11.11.18**

**Wellspring Farm**

**Note taker: Lauren**

**Saturday**

8am Breakfast/Mingle (**Belles**)

9am Sessions Begin (Breaks to be taken by consensus)

12pm Lunch (**Belles**)

1pm Sessions resume

5pm Sessions end

7pm Dinner (Tochi Ramen 705 Village Green Way #102, West Bend, WI 53090)

**Sunday**

8am Breakfast/Mingle (**Belles**)

9am Sessions Begin

12pm Sessions end

 Clean up and depart

Topics:

Communication –internal relationships and training between Members, WC, Board, Staff, Volunteers, training manuals, official co-op documents (**Rachel**)

 Small & Strong Conference review (**Debbie**/Ousia)

Marketing/Survey **(Veronica)**

Future of the Co-Op & Volunteerism (**Vince**)

Budget review & approval (**Collin**)

 By-Laws Changes (**Debbie**)

Action: Veronica will hash out the exact timing

Belles will prepare for 10+- each meal

-Karen, hashing out each bylaw could take forever,

-Debbie, agenda for bylaws will be concise, happy hour and open transparency for membership to get involved before and after board retreat

 Recap & Open discussion (**Veronica**)

-Karen, marketing recap, what do we need to discuss about volunteerism or workers collective

-Vince, staffing includes volunteerism

* + - Board availability for committees and other projects
		- Scheduling: (5 minutes)
			* Future Board Meetings
	+ Amanda is no longer available to be at the meetings any thursday, is she still attending the board retreat?
	+ Announcements: (5 minutes)
		- GMM scheduled for Sunday, April 7th 2019
		- Board Retreat – Nov. 10-11th
		- Bylaws Ad Hoc: Tuesday, November 20th 7pm @ Debbie’s House
		- Workers Collective meeting: Every Wednesday 9am @ the Co-Op
		- Communications Committee – November 15th 5:30-7pm @the Co-Op

Next meeting: **November 29th 6:30**

**December 20th, 6:30**