Board members in attendance: Amber, Vince, Nichali, Karen, Alex, Lisa

Others in attendance: Paula

Note taker: Rachel (interim secretary)

Facilitator: Karen

Time keeper: Nichali

* Check ins (took 5 minutes)
* Accountability – (took 5 minutes)
	+ Board to keep track of the time spent “Time and Task Tracker” 1 week before the board meeting.
	+ Board, WC, and Committee Chairs to send president updates and agenda items.
	+ End goal: Allow President enough time to compile information before the board meeting.
	+ Go over tracking later
* Café (took 16 minutes)
	+ Ousia hired for Thursday mornings
	+ No written descriptions for cafe manager duties that staff might help out with
	+ Nichali to ask Gina the following questions:
		- What tasks would get paid at managerial rate and why? Please write up report on how things have been going thus far.
		- What additional tasks are café staff members taking on that aren’t managerial duties? Considering $10.10 raise (including tips).
		- What challenges have you faced transitioning to one manager?
		- How has the staff transition with one manager been?
		- What is the morale of the café staff?
		- Are café managers taking tips as staff members?
		- Estimate how many cash tips are taken in?
* Store (Took 30 minutes)
	+ How is evening position going? Are responsibilities working out?
		- Going well, would like to train her side-by-side more during first few weeks for one-on-one trainings.
		- School schedule will change, will try to schedule classes around work schedule
		- Paula to have Mena report at the end of the day of tasks completed – probationary period to see what gets accomplished
	+ Closing issues:
		- Monday closings – 3 nights not taken care of in past month
		- Need to secure who will close when on open nights
		- WC is in charge of making sure the closing nights are covered – It was determined that it was Erika’s responsibility to maintain schedule and communicate and cover if any gaps are identified
		- Board may volunteer to help out and fulfill hours
		- Gina agreed to learn how to close
		- Nichali closing Mon, Jan 9
		- Vince closing Mon, Jan 19
		- Friday the 13th is open
		- Saturday the 14th is open – Mena would like this night open and is willing to switch with someone
		- Lisa to closing Mon, Jan 23
		- Karen closing Tues, Jan 31
	+ Past successes with round-ups
		- Do one a month to benefits an organization in need? Change up the organization that benefits each month.
		- Who to decide who benefits?
			* Organizations with low funding/no fundraising committee.
			* Movements like Standing Rock
			* Ongoing partnership opportunities? Deliberate and purposeful partnerships.
			* Food coop in Ashland does a round up as a microloan process.
			* Volunteers/members propose organizations for consideration.
		- What criteria do we consider?
			* Local?
			* Mission/goals?
		- Suggestion: Make a clear process for people to follow at cash register.
			* Instructions
			* Prompts for what to say
* Insurance audit update – We no longer are being insured by this company.
	+ Paula to respond to insurance auditor to make sure questions being asked are relevant
* Committee updates
	+ HR Transition (Took 2 minutes)
		- Nichali and Amber to meet soon
		- Find out WC needs
	+ Anniversary Party (Took 2 minutes)
		- Jan 28th 5-9pm
		- FB event to be made
		- Working on a budget
	+ Communications (Took 5 minutes)
		- Vince to help with website (Kris or Erin knows password)
		- Suggestion: One of the WC members manage social media
			* Café staff member?
			* 1-2 hours per week
			* Can schedule a bunch of posts for different times throughout the day
			* Communications committee to come up with guidelines for how to manage social media.
	+ Membership (Took 5 minutes)
		- See Initial Assessment of Project Conciliation handout
		- $10.10 hourly rate – Consensus to pay Sheryl this amount for 4 hours
		- Request for a future plan to avoid these types of issues in the future (not properly documenting membership/volunteer data and discounts)
		- For future agenda: Plans to refund equity
	+ Finance (Took 2 minutes)
		- How to publicize budget?
			* Vince will publish summary once we get through December numbers
		- When inventory number is in and get EOY data, can go over budget and make any necessary adjustments.
	+ Falcon update (Took 1 minute)
		- Vince and Lisa trying to secure a meeting to get an update – take minutes and agree on what was said
	+ Article supporting legal stance on member coops (Took 10 minutes)
		- Stance is that it’s worth defending based on one legal interpretation
		- Nichali to review article to identify areas of opportunity to improve current system to be more on the legal side
	+ Equity refunds (Took 5 minutes)
		- Members benefit from being a member from discounts
		- No refunds on equity
		- Nichali to draft policy for next meeting
	+ Board meetings now to be on the 2nd Thursday of the month (Took 1 minute)
	+ General membership meeting (Took
		- Items to consider:
			* Report
			* Election/Recruitment for candidates
			* Board buddies
			* Discussion/breakout topics
			* Theme
			* Bylaw change published beforehand (mission statement doesn’t mention café)
			* Can we formally reduce the number of the board?
				+ At 9 total members now. Can we lower this to improve productivity?
				+ What do statutes say?
				+ More than numbers: what are some other considerations for improving board productivity?
				+ Everyone: To be discussed at next meeting. Any interested parties can bring their proposals then.
		- Folks to help out with planning: Rachel, Lisa
		- Everyone to try and recruit at least one candidate for the board election.

Next meeting: Thursday, February 9th 6:30-8:30 pm at the River Revitalization Foundation