Board members in attendance: Rachel, Collin, Veronica, Alyssa, Shell Belle, Karen, Vince

WC in Attendance: Gina, Paula, Shelly

Others in attendance: Hannah (Volunteer/Membership Committee)

Note taker: Veronica

Facilitator: Collin

Time keeper: Shell Belle

Agenda

* Hand sign review (Rachel)
* Check ins + preferred pronouns + firestarter (10 min)
* WC updates
  + Store (10 minutes)
    - Started a new round up (Public House).
    - New brown bags for produce & bulk alongside the plastic bags.
    - Mushroom problem has been worked out
    - WC discussed doing a social media blast with each day’s specials in the store.
    - Talking about participating a Vegan Fest in Tosa on May 5th. Still not sure what we will bring. The permit is kind of pricey if we sell food. Amanda (Café worker) is interested in working on this event.
    - Continue to look at sales each week and haven’t seen any changes.
  + Café (15 minutes)
    - Café co-manager opening + hiring process
    - Question: what capacity do we have for catering and who do we have available to do it? Answer: we will still do smaller events if asked. Have had to tell people no for weddings and larger events.
    - Question: what is the plan for filling in the responsibilities that Josh had? Answer: Gina just hired 2 staff members, one staff member left. The 2 new people will be taking the open shifts. Before looking into more staff we want to get these new people trained and the manual updated and clear. Goal to have a job posting up sometime in March.
    - Question: Labor costs in the café are very high for January in comparison to last year, can we talk about it in the future? Answer: can the finance committee hash it out and come back with a plan? Answer: it’s hard to get the staff to leave when it’s slow, we need to have 2 people to close, and with a lack of volunteers this creates the labor issue. **We will add this to next month’s meeting as a topic of discussion.**
    - We will bring Ousia’s chili to the rockabilly chili cookoff on March 11th. Plans for a sweet booth display.
* Committee updates
  + Finance (20 minutes)
    - Process for approving donations over $1000
    - Review of Balance Sheet $178,221.79 Bank Account minus Liabilities
    - Review of profit & loss sheet. $4,184.30 total income to date ($-6,384.54 café, $10,568.84 store)
    - Discussion of PH donation.
    - In the past we have given a donation to anther Co-Op in the amount of $1500. Question: don’t we have a policy of no monetary donations? Answer: If we are asked for a donation we typically give gift certificate or other in kind donations.
    - Question: Was the donation of $1500 given by the communications committee or board? Answer: Board.
    - Question: What is our process of when we should donate or not? If we don’t have one, we should establish something.
    - From the WC meeting minutes there was a request for the board to seek approval from the finance committee before deciding to make a donation. Question: does the finance committee have veto power? Or so they make a recommendation? Answer: historically, any big money decision goes through the finance committee and then they offer a recommendation.
    - There is nothing in our bylaws in regards to donations and/or loans.
    - Question: tonight, after we hear the proposal, do we (board) decide if we want to make a donation, take it to the finance committee, and work it out over email? Answer: No, it doesn’t need to go back to the finance committee since it is only $1000.
    - Request that we are very clear with terms of loan, donation, etc…
    - For today with the public house, we can set a bar of $1000, if it is above that amount we will run it by the finance committee to get a recommendation.
      * Discussion
      * **CONCENSUS MADE**
  + Building Maintenance (5 minutes)
    - Still standing
  + Communications (5 minutes)
    - Lauren and Karen are impressed with Resse’s proposed website as the concept seen a few weeks ago. Committee will view the website with our current info inserted this Wed. Also discussing list of possible projects/action items from the board retreat.
    - Reese will be bringing the website with all of our data to the next communications meeting in a few weeks.
    - At some point we will need the committees to give input for their sections
    - New member, Ken, interested in doing Instagram. Has started taking photos and working on our Insta story.
    - Target date for the survey of mid-March
    - Question: who will be the point person for the website? Answer: Reese will teach 2 or more people how to manage the site. We will also have 1 specifc person responsible for updating the site.
    - Hannah, new communications member.
  + HR Committee (5 minutes)
    - Collin/Rachel working with WC on employee manual updates
    - Working in resolving any issues that may come out of the staff demotion
    - Question: before we hire another co-manager, do we know if we are doing hourly or salary? Answer: HR looked at making a change where the managers start on salary.
  + Membership (5 minutes)
    - Reevaluate issues with memberships at the register. Biggest, legibility - will brainstorm solutions. Send out new set of reminders, reinforcements. Katie Jesse has been briefed by Sheryl and will be following up with COPOS Ken in a professional and firm manner.
* Other
  + Consider raising lifetime membership to $120 ($20 for 6 years) (10 minutes)
    - Question: how many members do we have? Answer: about 1500
    - Discussion
    - **Group decides to add the item the next month’s agenda**
    - Vince is asked it prepare something to present at the GMM regarding this matter.
  + Continue GMM + board recruitment planning (15 minutes)
    - Reports due March 12. Opportunity to proofread and make edits by April 2.
      * Vince to provide numbers closer to mid-April.
    - Review of GMM Planning list
    - GMM date: Sunday, May 6 from 4-7pm
  + Public House proposal – Tea Krulos (20 minutes)
    - Introductions
    - Currently, 1 board member that is not also a worker. Workers collective is currently at 3 people and 2 may drop off.
    - Right now the public house is pretty chaotic and is lacking leadership.
    - Reason for being here is to request a loan. Also, strongly believes that the public house and co-op should work together more. Maybe the co-op can offer food opens in the bar, cross promotion, and other cooperative efforts.
    - One bartender has volunteered to be an inventory manager
    - They are working on restricting a board with clearly defined roles.
    - Question: isn’t there a working committee? Answer: yes, the events committee is still very successful.
    - Question: how many events planned this month? Answer: 33+
    - Question: where are you at with the debt? Answer: yes, we have some debt, we are trying to get a hold of it an better manage ordering
    - Question: where are you at with the liquor license and lease? Answer: license is done and paid for, lease is planned to be paid.
    - Question: what do you need financially? Answer: would like $5000 as a loan. Also, thank-you for the round up and if you could help with boosting our online donation efforts that would be helpful.
    - Maybe to get though, you can pay off the distributers so you can get the things you need.
    - Question: how many more people do you think you need to be sustainable and move forward? Answer: yes, it is a people problem, would like a solid board of 5 people and enough bartenders to cover all of the shifts, plus volunteers to cover the door for events.
    - In the interest in being cooperative, I think it would be helpful if we worked together on some of this stuff (i.e. attending each other’s meetings). Also, meeting more regularly to discuss ideas and give advice and feedback.
    - Question: Is there a meeting coming up? Answer: the meetings currently are not structured at all and mostly screaming from every end of the bar. (membership meeting)
    - Board is currently not meeting
    - There is a meeting in 2 weeks, at that time, the membership will decide if the will accept a $1200 load with a stipulation of the PH using an outside source for help.
    - Question: currently, you are unable to accept a loan as per your last membership meeting? Answer: Yes? We have also asked our membership for donations.
    - Question: what would a loan go towards? Answer: our bank account and paying off vendors?
    - Question: Have you considered a benefit show? Answer: yes, hopefully monthly
    - I think we are mostly in favor of helping the PH. However, we need a more concrete request. Response: would you like a written request for a loan? Answer: yes
    - Question: how much do your employees get paid and are there any problems with them not getting paid? Answer: there was discussion about the employees working only for tips. This didn’t happen. Bartenders get paid $7/hour. There were other positions that had different pay structure.
    - One suggestion to cut labor cost would be opening at 5pm instead of 3pm.
    - Question: how much money do you think you need to get by for the next 2 weeks? Answer: biggest challenge may be to make payroll on March 9th
    - Question: if you were to ask for loan or donation, what would make you comfortably successful this month? Answer: Not sure right now, would need to get more info
  + **Proposal to make a $1000 donation to the public house**
    - **CONCENSUS MADE**

Next meeting: Thursday, April 5 from 6:30-8:30 pm at the River Revitalization Foundation

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