Board members in attendance: Rachel, Collin, Veronica, Karen, Vince

Others in attendance: Paula, Josh, Ousia, Resse (store worker)

Note taker: Veronica

Facilitator: Rachel

Time keeper: Collin

Minutes

* Check ins + preferred pronouns + firestarter (5 min)
* Signal Review (Rachel)
* WC updates
	+ Store (10 minutes)
		- Anniversary sale tomorrow (10% all store products)
		- Holidays coming up, turkeys/tofurkeys, pies pre-sale
		- Coop has shortened hours (7am-1pm) on Thanksgiving
		- AT&T installed 2nd wifi line, internet is running faster
		- Security update- still in the works, no end date yet
			* Question: how clear will the image be? Answer: unsure but cameras are quality and will be operational.
		- Workers Collective may put together information regarding purpose of cameras. Not a policy, but more of an agreement
		- Question: how is Resse working in the evening helping with daytime load? Answer: yes, very helpful. Question for Resse: how’s it going? Answer: it’s going well, and getting the appropriate amount of guidance and instruction.
		- Volunteer/Staff/Board Party: Ousia’s house 8pm-12am. See her for address
	+ Café (10 minutes)
		- Couple people on vacation, found coverage
		- New chairs arrived
		- Still working on table tops
		- Just repaired the blender. Joshed fixed it himself and saved the coop about $200.
		- New menu is going well, no complaints about price increase on soup and granola.
			* Question: is the café closed for 30min on weekends from 2-2:30pm for switch over? Answer: yes, and it’s going well.
		- Gina is working on getting the menu on the website, she already updated the new hours.
			* Question: What is going on with the policy about people sitting too long? Answer: hasn’t had a problem lately, only one minor incident and was resolved peacefully. Another solution: limit internet access to 1 hour blocks with need to sign in (free, but a reminder of time spent)
	+ Volunteer Coordinator
		- Still trying to get more café volunteers on the weekend
		- Bowling starts on Monday
* Committee updates
	+ Finance (10 minutes)
		- Suggestion to start meeting in the middle of the month so we can have the previous month’s financials.
		- Review of article about our history
		- Review of bank deposits January-September 2014-2017
			* Question: why does it keep going up with sales down? Answer: We are not spending the money in the bank.
		- Review of sales January-September 2014-2017
		- The store is doing better this month but hasn’t been overall this year
		- Review of profit & loss sheet for September 2017
			* Question: has anyone every looked at month to month trends? Answer: Vince has been trying to lately, but it’s a lot of work. Suggestion: maybe enlist some help to compile this data.
		- We will be discussing the budget at our board retreat
	+ Building Maintenance (10 minutes)
		- See security camera details above
		- New tenant moved in upstairs
		- Fire inspector came today. Asked for us to check emergency lights and mount fire extinguisher in cafe.
	+ Communications (10 minutes)
		- Planned roll-out of a member survey to learn about buying habits and identify strategic opportunities - Lauren
		- Arranged launch of a communications binder for the register to serve as a communications hub, and foster accessibility of important co-op info - Lanore/Kerry
		- Discussed adding a recurring spotlight on products and/or product standards to the newsletter - Karen
		- Talked about necessary website updates, and brainstormed more ideas to be implemented later - Lauren/Karen
		- Brainstormed ways to get missing member emails and identify members who are opted-in but aren't getting the newsletter - Karen
		- Determined tentative objectives for next meeting
		- Set a date for spaghetti dinner
		- Talk about Glenda's signage hopes and dreams
		- Finalize holiday benefit/round up at register
		- Discuss December ad for RW Current
	+ HR Committee (10 minutes)
		- Christine sent exit interview survey. Will be reviewing
		- Ousia followed up with status of 3 month review goals.
		- Policy manual is still a work in progress. Will need feedback from the WC.
		- Nola will be helping with final manual.
		- Reviews coming up: 3 month for Resse & Josh. Annual reviews haven’t happen in a while. HR will be scheduling them after the holidays.
		- Reminder, please feel free to come to the committee with any HR issues.
		- Question: Where are we at with the classification of employees (hourly/salary)? Answer: We still need to hash it out. Suggestion: Ask Nola for help.
		- Paula has put together spreadsheets to track hours. Still need to work on reconciling hour overages/shortages.
	+ Membership (10 minutes)
		- Still working on training and guidelines for memberships.
			* Procedure, instructions for discount, flow chart for new/renewal process.
			* Prepared memo to send to volunteers
			* Sheryl will be speaking with CoPOS tomorrow.
* Other (45 minutes)
	+ Update on cohousing opportunity
		- Still trying to get the title to the land.
		- Question: can we meet with Nola and the architects? Yes: Vince will plan meeting
		- Question: do we need to decide space needs now? Answer: Yes, very soon
		- Question: Should we create a planning committee? Answer: Vince is asking the board to make a recommendation on whether we think participating will serve our community, maybe not at planning committee stage yet.
	+ Review and update procedure for non-board/WC members to attend and propose board meeting agenda items
		- Karen sent original proposal form. For a regular agenda item Karen suggested maybe just have a process posted and not a form. Contact a board member (president?) to discuss the agenda item and decide how to proceed. Post on the website, on the board with the minutes.
	+ Anniversary Party Update – Peyton planning, Nov. 15th, 5-7pm, light snacks and possible potluck. Looking to find someone to play the piano. Will be working on a flier but could use some help with distribution.
		- Rachel will follow up to see if he needs any money or supplies. We can take a consensus via email if needed.
		- Karen will send info to communications committee so we can send the details out through Facebook and Website
	+ New agenda item: possible cooperation with Public House board **CONSENSUS**
		- Rachel to follow up for details
	+ Retreat planning - topics
		- Review of topics, timing, and ideas.
		- Topics:
			* business future (cohousing opportunity/expansion)
			* increasing revenue - realistic short and long term plans
			* team-building exercises with WC
			* 2018 budget
		- Karen will be organizing food for Saturday. Will send an email to see if there are any dietery restrictions.
		- Karen & Veronica will work on securing a note taker.

Next meeting: Thursday, December 7 from 6:30-8:30 pm at the River Revitalization Foundation