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