Board members in attendance: Rachel, Veronica, Karen, Vince, Alyssa, Shellbelle

Others in attendance: Ousia, Paula

Note taker: Rachel

Facilitator: Alyssa

Time keeper: Veronica

Agenda

* Check ins + preferred pronouns + firestarter (10 min)
* WC updates
  + Store (10 minutes)
    - Gina and Shelly went to Detroit for the Lipari show. Was much more conservative in purchases at this show since a UNFI show will be coming up soon.
    - WC was given presentations on 401K options by co-op founder Trent. Will bring to board/finance committee if they decide to move forward with it.
    - To consider: What to offer WC members who choose not to enter 401K program if profit sharing is eliminated to make up for the costs.
  + Volunteer Coordinator (5 minutes)
    - To do safety training
    - Volunteer happy hour went well, had a short 2 question survey filled out and will share results soon.
  + Café (10 minutes)
  + Still working on finding suitable candidates for the cafe manager job opening. I have sent a couple essay questions to some promising individuals, hoping to determine their actual interest level. \*crossing fingers\* that we can potentially start interviewing the week of May 13-18th. Ousia has agreed to help with interviews and hoping to coordinate with HR/board member as well.
  + We had quite a bit of turnover in the last couple weeks. Josh has found another job and is working on a fill in basis. Amanda put in her two-weeks in March and Jessica just put in her months-notice. HR, can you check in to do exit interviews with Jessica & Amanda?
  + I hired Devon, a previous employee, back as a fill in while we figure this out. And just hired Rhiannon part time, she applied the last time I did interviews and I think she will be a great fit.
  + Volunteers have been hard to come by in the cafe, especially during the evenings. We (finance committee) have discussed the possibility of moving towards hiring dishwashers. I looked at this type of drastic change for the co-op and if we had dishwashers daily from 8am-10pm @$10.10 an hour =~$989.80 a week, approximately $51,469.60 yearly.
    - Ousia is to recruit, orient, train and café manager is to coordinate scheduling. May have cause for a drop in coverage due this change in the sharing the responsibilities and her being new to the position.
    - Difficult time of year with transition of seasons.
    - Seems to be lower volunteer coverage overall.
    - At finance committee, discussed that it might not be best to have volunteers in the café washing dishes. Would need to discuss pay rates--if pay dishwashers $10.10, then need to pay cooks more. May not need dishwashers for every shift, perhaps only during rush periods.
    - Rachel: Send an email to Gina to talk with Alyssa about future of café goals, interview questions, how to operate more as a collective
  + That is quite a chunk of change but something to think about. We also discussed the possibility of closing the cafe at 8 instead of 9. Shelly and I will look into the numbers for that.
  + There is maintenance being done to our hood vent on Friday, a bolt is damaged to the access panel and they weren't able to clean it last time.
  + I will prepare the sloppy jones again for the GMM and see you all Sunday!
* Committee updates
  + Finance (10 minutes)
    - Still good amount of money in the bank.
    - Store made a profit in March, café lost a little money
      * Could possible close café at 8pm (possible change: winter hours, stay open until 9pm in summer). Gina and Shelly to look into how much would be saved with this change.
  + Building Maintenance (5 minutes)
    - New can opener and considering renovating options.
    - Lease is up in October. Co-op has option to buy building or move.
  + Communications (5 minutes)
    - **Locust Street Festival Planning Meeting:**[Locust Street Festival](https://www.locuststreetfestival.org/) on 6/10, please join us for a meeting at the co-op on 5/9 @ 6:30pm.
      * **Volunteers** who don’t have a regular shift get 10% for the month if they volunteer at an event.
    - **Website Update:**Resse is processing feedback. If we want the GMM and report or even some of that soon, Resse can take out information that is not updated and put it on the website. It's looking incredible!
    - **Membership Survey Update:** around 104 survey responses - please let me know if you'd like access to the results! Our next steps are to choose the most actionable items from the survey and come up with initiatives to make them happen as a committee/larger co-op. Also, winners for our two $20 gift certificate TBA
      * Lauren will be presenting some key insights at the GMM on Sunday - let me know if there are certain things you'd like me to cover.
      * Karen to ask Lauren to send survey results to all Board/WC members
    - A sign to **remind members to give us their correct email addresse**s, so we can be in better communication with them.
    - **membership benefits poster** to put up in the co-op
    - **Social media efforts have increased!**Ken's been posting on Instagram, concentrated effort by the WC to consistently post on Facebook
      * Typos on recent posts--Ousia to look into editing.
    - We'll need to schedule a training with Reese once the website is launched to get training for anyone who'd like to be available for ongoing maintenance
      * Paula, Shelly to have a conversation with Resse about possibility of absorbing website maintenace into her job description with current workload or adding hours.
      * Also need someone to monitor Facebook/Instagram posts and messages. Could possibly pay to send things out as sponsored instead of just showing up in feed.
  + HR Committee (5 minutes)
    - Conducting Gina’s annual review, as well as exit interviews for Amanda and Jessica.
    - Discussion for the future: possibly raise wages across the board to make jobs seem more desirable.
  + Membership (5 minutes)
* Other
  + Suggestion to move board meetings to Wednesday evenings (5 minutes)
    - Rachel to bring softball schedule to GMM to decide on first meeting + training session.
  + Continue GMM + board recruitment planning: See checklist (55 minutes)
    - Collin to add the $120 lifetime membership for new members starting in 2019. Add Karen to ballot. Update bylaws change to include “Grocery”. Should read “Riverwest Cooperative Grocery and Café”
    - Rachel to write description of bylaws changes + $120 lifetime proposal on big paper
    - Paula to get drink tickets
    - Shellbelle to create current committee sign-up sheets
    - Veronica to time-keep bus stop activity
    - Karen/Vince to work together on one question (one facilitates, the other writes)
    - Rachel/Collin to work together to lead the other question for bus stop activity
    - Ousia to tweak discussion questions and send to Rachel to write on big paper
    - Set up to start at 2:30pm -- meet at coop, get things ready to bring to Polish Falcon

Next meeting: **TBD** from 6:30-8:30pm at the River Revitalization Foundation