Board members in attendance: **Collin, Karen, Debbie, Vince, Wendy, Rhiannon, Alex, Belles**

Others in attendance: **Paula, Sara, Abby, Scott**

Note taker: **Collin**

Facilitator: **Debbie**

Time keeper: **Rhiannon**

Check ins + Pronouns + Firestarter (10 min)

Agenda

Welcome to new members and review operating methodology used by the Board. (5 minutes) Karen

* Consensus model – (10 minutes) Vince
  + Discuss proposals
    - **Vince: discussed how bylaw and other proposals were handled in the past. When the person leading the proposal discussion feels that consensus has been reached a vote should be taken. Everyone should state their position on the matter.**
  + Ask for hand signal if in agreement
    - **Wiggle fingers, etc.**
  + Continue discussion as needed
  + Table if necessary
  + Or pass or reject proposal by hand signal
    - Goal is to find consensus, and not to block proposal unless you have core issue against a proposal
    - Members may abstain and be recoded as such
    - Consensus can be modified away from unanimous vote if the board decides to that method. Tradition so far has been unanimous vote with abstentions if necessary, or table for more discussion, or reject the proposal.
    - **Wendy: Related to blocking, rule of thumb is to only have a few blocks in one’s pocket, for life. If a person or people are continuously blocking, then they may not be a good fit for the organization, or, the organization may have some larger issues. Encourage a general sensibility when it comes to consensus.**
    - **Vince: Discussed using abstention if one is not completely comfortable with a proposal, etc., but is not completely against it.**
    - **Debbie: Not everyone is comfortable with abstaining. Vince has used it well. Maybe not in agreement, but not morally offended by proposal and maybe isn’t really into it, but the person does not feel the need to drag out discussion.**
    - **Vince: Related to the bylaws change proposals/committee, there were parts I did not agree with, but did not block. Discussed having the special meeting in May to vote on changes.**

We are a not-for-profit, not a nonprofit (5 minutes) Vince

* **Vince: Some people get confused on the difference. Non-profits are 501.c3 orgs and are charitable entities. Co-ops can be non-profits, housing co-ops for example. But, we are a not-for-profit and we need to make a profit to stay viable. Any profit is to go back into the business, we do not give dividends to members, but have done profit sharing with staff in the past. We need a profit to do that, though.**
* **Belles: Clarified the difference, restating what Vince explained.**
* **Wendy: Most Co-ops are for profit businesses.**
* **Vince: Credit Unions are also not-for-profits**
* **Wendy: Mentioned something about corporation in the state of WI?**

* + Board member responsibilities (10 minutes) Collin
    - **Collin: Reviewed description of Volunteer Liaison position (from handout)**
    - **Rhiannon: Asked if it was okay for her to volunteer since she is café staff.**
    - **Wendy: As long as there is no coercion and employment does not hinge on volunteering.**
    - **Collin: Reiterated what Wendy stated. Cannot volunteer in the same capacity as your paid role. Basically, we should just stay away from staff volunteering in any way close to their paid role.**
    - **Karen: Volunteer Liaisons should be in communication with volunteers and members about goings on, and then should report to the Board. VLs are encouraged to do more, know where you’re at with what you can do. All Board members are supposed to be on a standing committee – this probably needs to be changed since we introduced the VL position. Reviewed last part of Code of Conduct form, emphasized the importance of adhering to it, it is taken seriously.**
  + Communication guidelines and preferences (5 minutes) Karen
    - **Preferred method of communication and timing has been discussed in the past, but not thoroughly. We should decide how often people should check email. Recommend that everyone checks email and responds when necessary at least once every week. If a matter is urgent, then a text or a phone call should be used.**
    - **Debbie: Communication/email has not been overburdening. Email frequency has varied. Different people have different preferences and frequency of checking email. If someone is passionate about coming up with communication guidelines let us know. People should take 1 day per week to respond to emails. For more urgent things we can use a different method of communication. We need ways to be kept to a standard, but not overburdened. Also, start a new email thread if it does not directly pertain to the topic of the original email, especially if not everyone is involved in the topic. There have been instances of getting way off topic with email threads.**
    - **Karen: Would like to write up some of this stuff. 3 days to approve board minutes or for agendas before a meeting.**
  + Review Board Directors Governance Model (10 minutes) Karen
    - **Karen: We can do a lot of this at the orientation.**
    - **Wendy: Was the governance document emailed emailed?**
    - **Karen: Yes, today. Should have been sooner. Any questions? or should we look at it at the orientation.**
    - **There was consensus to wait until orientation.**
* WC updates
  + **Store (10 minutes) Submitted by Paula**
    - **The WC met with Rachel to discuss her proposal to create a part time HR position. The purpose of the position will be to manage employee records, policies and procedures.   
        
      We all agreed the amount of work to do with HR is sizable. We are discussing policy changes, job descriptions updates, revised terms of employment, including changes to our vacation policy and raise structure. The manager wage structure changed in the beginning of the year, these changes need to be reflected in our manual.  
      Before we recommend the addition of this position, we need to consult with the finance committee.**
    - **We will schedule a meeting  with Collin to review the budget and the Cafe labor template he presented to WC earlier.**
    - **Resse is creating a form in google sheets to keep all time sheets in one easy to access place.She will be creating a scheduling form for store workers to track labor costs.This tool will help us determine the feasibility of adding other positions to the Co-op.**
    - **The Sustainability Committee requested we consider installing scoop bins for bulk goods currently repacked in plastic bags.**
    - **Paula talked with Brittany, operations and merchandising consultant with CDS Consulting Co-op, who will send proposals for ways we can use her expertise.**
    - **Beginning in May, Paula will work 24-28hours per week. Gretchen has expressed interest in working in the store two days a week, we are pursuing that option with her.  
      Gretchen’s move from cafe worker to cafe/store worker may create a need to look closely at staffing levels for the Cafe.**
    - **WC began talking about hiring for the Cafe manager position. We will adjust the job description and post it as soon as possible.**
    - **Paula: Recap of her report and Sara’s report(is this different that the report she emailed?**
    - **Belles: Is someone attending the outpost meeting with her?**
    - **Paula: she hasn’t really asked anyone, but has sent out an email to everyone to ask about direction**
    - **Debbie: That is a good point. It might be a good idea to have a 2nd person**
    - **Paula: I agree**
    - **Vince: Concerned mostly is bottom of report – café manager position – dire situation, Abby is interested, we should talk about this, normal hiring process takes a long time.**
    - **Rhiannon: Seb does not want to hire from the outside, interested in Abby becoming next manager. Other café staff can take on certain responsibilities. Yes it is dire and need to act quickly**
    - **Vince: That is partially a Board decision, but she seems to have skills to do the job.**
    - **Karen: A big thing to find out about (Abby) is budget and scheduling and making labor % work out and tracking all that stuff. We have not been strong in that.**
    - **Debbie: A lot of that will go into the café side, when report is read. Store side – talk about not having a live inventory, what is the hold back, key bullet points.**
    - **Paula: We haven’t felt as if we needed it. Shelly did not feel it necessary, it’s a small store, we have a good grasp on what is selling and not selling. Live inventory is only as good as what goes in to the computer. With volunteer base, might not be accurate. Difficult to do live inventory. E.g. key in the inventory every day, big companies have scanning. Maybe the return is not that great. Maybe not that important**
    - **Karen: A lot of food will come in and a volunteer will take it in.**
    - **Paula: We have deliveries all day long; need to put into computer before sold.**
    - **Wendy: We would have bad inventory for a minute, but eventually it would be accurate**
    - **Belles: When I worked at salon, inventory every Wednesday, someone came around with the iPad and entered inventory. Was not a big deal.**
    - **Paula: That sounds simpler than our store.**
    - **Collin: I believe it was looked into years ago and was not cost effective.**
    - **Paula: shelly was against it, not needed. We don’t have an electronic purchasing system so that makes it difficult. We call vendors up for orders so nothing is connected.**
    - **Vince: Look at the status of the office, we are not particularly good at handling paper, boxes. Not really my point, though. Because it is such a small store, Shelly would buy from little vendors to see** **how things do, just more complex than in a larger store. A lot more money to do it. If data is not accurate, then what is the point?**
    - **Debbie: As the person who asked question, didn’t mean to create a big conversation. As snackmaster, things weren’t rung up or in a different way than I would have thought so I wanted to have a better understanding.**
    - **Paula: We have ways to record transfers, consumption, and we can pull reports. There are recording methods for transferring and such.**
    - **Karen: A bunch on store report that should be separate things, e.g. meeting with Collin, labor template. I had sent a request to have WC to look into comparing hours worked vs. hours scheduled and also look at the numbers. We are trying to get that going more. WC to look at numbers more, they have a new schedule/hours spreadsheet. Paula, do you want to say something about that? Sales numbers?**
    - **Paula: We can get sales, but we don’t have purchasing system**
    - **Wendy: We don’t enter invoices into QuickBooks?**
    - **Paula: Shelly does that. We don’t have access.**
    - **Wendy: Invoices outstanding are different. She should be able to pull a report. E.g. of how to do it.**
    - **Paula: She comes in every couple of weeks. That report would have to come from Shelly.**
    - **Karen: I don’t think that was asked. Sales number?**
    - **Paula: Sales numbers are super easy.**
    - **Karen: Not so much we need to hear numbers, we get from FC, I want the WC to watch those things.**
    - **Paula: We watch every week and compare to other years. We have seen sales go down in store and café. Started about 4 years ago. Varies each year/month. It is a major concern.**
    - **Collin: How do you use those numbers related to working into budget?**
    - **Paula: Not working with budget, Sara is just watching purchases.**
    - **Karen: That will be part of meeting with Collin**
    - **Paula: I don’t know if monitoring purchases works with budget, invoices between 3 and 5 thousands for most vendors.**
    - **Vince: We can get sales reports, but I have been asking for sales reports from when we were open until 9, what were sales from 7-9. I haven’t seen that, no one has sent it. We are talking about going back to other hours, but we don’t have a projection of how that impacts sales and labor costs.**
    - **Wendy: There is a request to expand café hours again?**
    - **Vince: Just hearsay now, but the café report talks about changing hiring status to open up to more hours. I was surprised as winter was the only thing to begin with. The reason for hours was to try to control labor costs.**
    - **Debbie: Almost a date put on going back to normal hours. Not a board decision, but it has been loose and not understood very well what the procedure is. A lot of talk, but off the cuff, I heard mid-June.**
    - **Rhiannon: My understanding…yes, let’s just keep winter hours until end of April, but also heard that there is no official decision. Hope and dream that we would have someone by then to make it possible, but I don’t believe that we are intending on making more money in the last two hours.**
    - **Vince. That is speaking anecdotally. There are real numbers we could look at.**
    - **Debbie: I have heard loose dates given to customers for going back to pm, that is where I see concern. WC level – loose dates with customers.**
    - **Wendy: I was working in store the last 6,7 months, worked in every section. I worry that looking at it, the hours that we are open, as a vacuum, not a piece of the larger puzzle, consistently wrong since doors have open. It is a disservice. A prolonged conversation of goals and strategic planning is not always helpful either. Time and time management and structure has changed, that it comes at it that if we structure differently it will change instead of what should be focused on: goals. Sales, customer service goals are the main two main sections. Where we have lacked is that whoever we hired has not had a lot of experience. Goes into how much we can pay. A smaller brainstorming session would be good, bring in past café managers, talk about goals, instead of reinventing the wheel. I am going to need to relearn the line where the Board has say. The Board should be giving guidance on managers’ goals. How did labor costs go on so long before we noticed? As an aside, an idea I think there should be prep shift when we are closed. Shortened hours hinders bottom line.**
    - **Karen: Part of a special meeting?**
    - **Rhiannon: Should we move to café report?**
    - **Vince: Regarding the role of board (points to poster about Gordon park co-op, beer run to help keep the building.) Year? Has to be 1987, closed in 1987. There is a statement written on back, we have all of this old documentation, it is the same old stuff. Reading from back of poster: “Role of Finance Committee is to review and analyze financial condition of the co-op and to recommend definite measures to ensure a stable financial condition. Board can direct if it feels fit to do so.” Fits with definition of the FC. The Board is responsible for making recommendations. General planning is good, but we have urgent decisions to be made.**
  + Café (10 minutes) Submitted by Sebasteon
* **Sebasteon’s report:**

**I  apologize in my tardiness, with providing you with the cafe report. I will not be able to attend tonight's board meeting. When I made the schedule last month, I scheduled myself to close, so as the other employees that close do not go into overtime while I am out of the country. I apologize, I was not aware of the date of tonight's meeting when the schedule was made.**

**Closers have been making it out of the kitchen in a reasonable amount of time. Sales been up slightly and I think the labor percentage will reflect the hard work our staff has been putting in to bring traffic and repeat customers. There was a bit of overtime the week of the vegan expo (Mar 30th). Abby and I both went into overtime due to the fact that we needed to be in the cafe after-hours in order to bake the volume of pies that were requested for the event. About half the pies were taken to the vegan expo and sold, a small amount came back and were bought/donated by Paula to an event  at the Jazz Gallery, that same evening. Half of the pies were left at the co-op, in the event that not all would be needed; those were able to be sold in the cafe.**

**The following week was the GMM. Between covering gaps from Victors absence and Nick leaving for tour along with all my regularly scheduled manager duties, my hours went into overtime again. Luckily, the GMM was a success and it was a pleasure to be apart of it. And now we have 4 new, fantastic board members, including cafe employee Rhiannon and our treasured volunteer Alex.**

**The cafe, overall, has been able to cut down on the food wasted each week. I've been working to get everyone to write the day of the week on the food labels, to make sure food isn't being sold past date and we have been working hard to double check prep sheets and cold tables to make sure that all food being served: stays cold, is being served in a timely fashion and isn't being prepped when not needed. However, there was an incident last weekend that caused a lot of food to be thrown out. The employee has been reprimanded and written up, and that report will be emailed to HR before I take my leave this week.**

**I have put out a post on our Facebook page for job openings, for 1 full and 1 part time employee. I need to focus on the shift gaps left by Victor and developing the schedule to move back to full time hours in the cafe, as well as setting up a strong foundation for the new manager to come into. I've already emailed a few applicants back to set up interviews for the day after I return, Friday April 26th.  I hope to have 2 employees properly screened and hired by Monday May 6th and fully trained within the month. I am also going to take the time in this report to advocate to restructure the cafe management. From the 6 years that I have worked here, on and off, I have noticed a pattern of poor communication and unequal workload distribution in cafe management. It is my recommendation that the cafe shifts into a 1 manager set up, with a few cafe employees taking on added responsibilities, and most of them at least being trained to handle those responsibilities. It makes more sense for covering duties in the events of  illness, family emergencies or the end of someones employment. It would also save labor dollars as you would only be paying 1 person a full management wage, from there that person would be less likely to go into overtime if the secondary management duties were distributed fairly among willing staff members. I think it would also help the cafe staff feel more included in the cafes (potential) growth and could be the stepping stone to unify the cafe and raise morale. As well as the standard we hold ourselves to as cafe employees.**

**On that note, I will end my report. I hope you have a productive meeting, I look forward to reading the minutes. Ill see you all when I return from Montreal!**

**Au revoir et meilleurs voeux!**

**Sebasteon**

* **Rhiannon: you had points, karen?**
* **Karen: Can you speak to certain parts?**
* **Rhiannon: Closers have been getting out at a reasonable time – 9, no later thatn 10. Sales are up slightly. Abby and Sebasteon went into overtime because of the vegan expo. (Reads report)**

**I’m not sure how much was actually lost in cooler incident. Other than the person responsible being reprimanded not sure what is being done.**

* **Karen: There are a couple of big things in there.**
* **Wendy: The WC meetings as they stand now, all management goes to. Is staff invited and paid if they go?**
* **Paula: Yes**
* **Karen: some of the big topics probably need to get into at another time – labor issues and overtime, e.g.. Also, we have not gotten actually reports on wages, hours scheduled, and hours worked. Hard to know what is what. I am concerned about things I have heard.**
* **Rhiannon: That needs to go to who?**
* **Vince: Finance Committee**
* **Collin: Well, Karen also asked for a budget report from the WC for this meeting, which should have included numbers, but it wasn’t done.**
* **Vince: Time frame?**
* **Karen: Café staff has been asked for a long time to report, correct labor % since last August.**
* **Wendy: August?**
* **Karen: Very concerning. Find out more, discuss more. Special meeting? We have been asking, but received reasons for not having figures. Sometimes % is better, but has not leveled out.**
* **Vince: It speaks for itself. We have asked for more specific reports recently, but as was pointed out in 2018 budget, goal was 40%, but it was worse than in 2017.**
* **Wendy: So, payroll is figured out somehow, entered somewhere, straight numbers to Brian, not a spreadsheet.**
* **Collin: Shelly does all of that. She does have a spreadsheet where she keeps track of payroll for each employee and PTO. I also have access to it, but as Paula pointed out Shelly hasn’t given access to a lot of these things and that is a problem. We need people to have more access to important information**
* **Vince: Collin did give them a projection sheet for expected sales and hours.**
* **Debbie: We have limited amount of time right now.**
* **Karen: Part of this then going on so long is we hired Victor who was not strong and Seb who is not strong in this. Rough follow up but no follow through, maybe not being experienced enough? There is talk about one manager, pay them more, get someone experienced. HR was trying to work with Victor, it’s gone on unfortunatel**
* **Wendy: My suggestion would be to use file sharing, Google docs, live share thing. Something to fill out, email back. Access to the books, but not full access**
* **Debbie: We have 15 minutes left (in this meeting).**
* **Karen: We can skip some reports.**
* **Wendy: Will we have another manager by next meeting?**
* **Debbie: Seb is leaving end of June.**
* **Wendy: Right, but with training and such...**
* **Belles: Do we have next meeting scheduled?**
* **Debbie: No.**
* **Paula: Hiring by next meeting seems really daunting unless we jump and hire Abby. Do you think there would be a huge conflict? Do we need to post the job?**
* **Collin: Yes, I would not feel comfortable not posting the job. We have had an issue with a manager hiring without going through the proper procedure. We need to have a hiring committee for managers consisting of the WC, HR, and volunteers/Board members as needed. There have been issues hiring from the outside, but there have also been issues with internal hires and the toxic culture of the café recently. We need to discuss the structure of the café. I will propose that we have a Café Manager who handles scheduling, payroll, ordering, etc. – they would be paid more and potentially take payroll duties away from Shelly. Then, have a Head Chef or someone who focuses on the food aspects. (I can’t remember if I actually said all that in the meeting, I’ve thought and said it a lot)**
* **Wendy: Whoever is on hiring committee, motion for budget item? No matter who we hire, we should make sure there is a financial training process with any café manager who comes in, it would be more than worth the few hundred dollars it would cost.**
* **Karen: Are we looking at having a special meeting?**
* **Wendy: Hiring a manager busy season is tough.**
* **Vince: We don’t have a choice.**
* **Karen: We could hire Abby as in we need help and see what we need to turn things around and see if Abby is qualified and up for it long term. Possibly open it up to find someone. How that would work, sounds sticky.**
* **Debbie: I do not feel comfortable making the decision now. Much lengthier conversation is needed than any we can have right now.**
* **Paula: I just brought it up if people were thinking if we wouldn’t post it**
* **Wendy: I motion to have a special meeting.**
* **Rhiannon: Second.**
* **Debbie: Third.**
* **(It was noted here that we don’t really do motions)**
* **Collin: How to schedule a special meeting, it’s difficult to get everyone together.**
* **Karen: Talked with Seb to meet with FC before he leaves. We could do a Doodle poll.**
* **Vince: Suggestion – workers collection decides when they want to meet at their next meeting. Don’t have time for 27 dates. Set night, need to get action.**
* **Debbie: Everyone has different schedules**
* **Paula: The next full WC meeting, because of vacations, will be may 1st.**
* **Wendy: A doodle is a good idea, whoever sends it out can pick 5 dates.**
* **Collin: I think the meeting should be Board heavy given the situation and need to step in.**
* **Belles: We can still send it out and see who is available.**
* **Debbie: Is someone willing to do it?**
* **Collin: I will do it.**
* Committee updates
  + Finance (10 minutes) Collin
    - **Karen: When do numbers come in? Is that why we have had Board meetings at the end of the month?**
    - **Collin: Well, when the numbers are ready depends on when things are submitted to Brian. This month transfers and other figures were not submitted timely by Sebasteon. Apparently he does not know how to do it and did not ask anyone. Shelly will complete it for him in the next few day and submit to Brian.**
    - **Wendy: Will you send those when they are finalized?**
    - **Collin: Yes. So, we don’t have final numbers, specifically for sales, but we have costs and I pulled sales numbers from CoPos. It probably isn’t completely accurate, but it looks like the store will make a profit. Café sales are up, but labor went over projection about $5,000 so it looks like they will lose a small amount.**

**The FC will meet this Sunday at 3pm at the Co-op office. One of my main focuses will be on the role of the FC and Board when it comes to the budget. There seems to be confusion with the WC.**

**I also sent an email to the WC asking if they were using the documents I created and if there was anything specific I could help with, as well as areas where I could do better as Treasurer. I didn’t receive any response other than Sara saying that she is monitoring weekly store sales.**

* + Building Maintenance, No report
  + Communications Committee – Event and Outreach (5 minutes) Karen
    - **Karen: Not much to report. Should we do something at Locust street days? We may not have the personnel.**
    - **Belles: Is it June 9th?**
    - **Yes**
    - **Karen: The Communications Committee and WC cannot do it alone.**
    - **Vince: Wendy, when is Center Street Daze?**
    - **Wendy: Two weeks after the 24.**
    - **Vince: We should project toward next festival.**
    - **Belles: I have been working with other musicians to plan a block party for the co-op and would have music, still in works as well as having Sunday sidewalks sessions (at coop) with cookies and such. Not that we don’t need to do Locust or Center , but we can do things on our own.**
    - **Debbie: A bigger conversation at the table, asking specific request for the board, conversation around what we could do at Locust should be done outside this table**
    - **Wendy: Would it make sense to find out who are available for Locust Street Fest? Who could help coordinate?**
    - **Karen: We need someone who can be the point person.**
    - **Belles: I don’t think our presence at lsd was, I mean we did a lot, thankful to Hesper, not sure if being dressed as a banana, not selling anything, passing out pamphlets is helpful, question the need.**
    - **Paula: We had already paid for the table last year, didn’t have anything else to do, didn’t have anyone to do it.**
    - **Belles: Then why do it.**
    - **Debbie: There should be a conversation about capacity to sell things, discussion with café staff. Convo stops there.**
    - **Karen: Have we paid the money?**
    - **Paula: No, it is due by end of May.**
    - **Karen: It is a big thing to decide to sell food, maybe some kind of presence, banana suits, musicians.**
    - **Collin: Probably not worth it, we haven’t made money off of it and it is a lot of work.**
    - **Wendy: We didn’t money. How long ago did sales start slumping…?**
    - **Collin: Right, about being visible, but we need to prioritize.**
    - **Rhiannon: I don’t see it being feasible for Locust St Fest, Center St Daze is a big maybe, don’t think we have the manpower.**
    - **Belles: Even if it was just what we did for vegan fest?**
    - **Rhiannon: It was hell for the people who did it.**
    - **Paula: We wouldn’t do those same things.**
    - **Rhiannon : It is vastly beyond our capacity.**
    - **Wendy: If the feeling is that café doesn’t have capacity, the café should tell RW24 organizers if they can’t handle dinner.**
    - **Karen: Maybe with new café staff and passion, but capacity is capacity. Do we want to push it?**
    - **Collin: We can refer to committees for further discussion and capacity. Communications and WC.**
    - **Karen: I wouldn’t want it in a regular comm meeting, would need a special meeting.**
    - **Collin: Do we have a chair for the Comm Committee?**
    - **Karen: I am technically the chair – Resse will likely be the chair.**
    - **Collin will refer topic of festivals to Resse and Karen.**
    - **Karen: Still working on date for next meeting.**
  + HR Committee (Discuss proposal to hire Rachel as HR staff (5 minutes)
    - **Collin: I guess that I am the HR committee right now, as Rachel resigned. Things are sort of on hold, pending the approval of HR position approval. Paula, where are thing at?**
    - **Paula: We have discussed the position with Rachel and are leaning toward moving forward with hiring. Still need to send to the FC.**
    - **Vince: In favor of this position.**
    - **Collin: (this would have been in my report, if I had sent one) I am in favor of hiring Rachel in this position. We need someone to hold staff accountable on a daily/weekly basis as well as making sure reviews are done timely. Right now, we do reviews every 3 months for new hires and every year for all others. This is the way we can correct deficiencies right now, but it is not efficient. For some reason staff has a hard time coming to the HR committee and a lot of things get lost. I get a lot of hearsay related to issues as well as just happening to be in the Co-op. This isn’t the way HR issues should be discovered.**

**There are a lot of things to work out with the position, but I trust that Rachel has the ability to help improve things. HR issues affect sales, morale, and other areas. Customer services has been a big issue in my opinion.**

* **Wendy: Who would she report to?**
* **Collin: The WC.**
* **Wendy: The HR committee is a Board committee so shouldn’t she report to the Board.**
* **Debbie: Concurs**
* **Collin: Right, ultimately the position is responsible to the Board. What I meant by “report” was on a daily basis, being in contact with the WC since they are there every day.**
* **Debbie: I don’t think I saw the proposal.**
* **Collin: I thought she sent it to everyone, but maybe I was on there as HR.**

**Collin will** talk with Rachel, ask for further clarifications, and send proposal to the whole board

* + - **We will table the discussion regard HR position and move it to the special meeting regarding café structure.**

* + Membership Committee (5 minutes) Karen – No Report
  + Sustainability Committee – No Report
* Code of Conduct – (10 minutes) Karen
  + - **Some new Board members read and signed form. It will be further discussed at new Board member orientation.**
* Elect Officers for 2019 Board of Directors
  + - **(At this point we only had 7 of 9 Board members and Alex was about to leave in order to close the store)**
    - **There was discussion about the roles. We need to send the officer positions to the State, sooner than later.**
    - **Collin was nominated to remain as Treasurer in order to continue the work that has already been done.**
    - **Collin also expressed interest in the role of President. There was a nomination. Collin stated that he would be fine as President or Treasurer, there just isn’t much interest in President.**
    - **Vince expressed his past frustration with the FC as Treasure. He would rather not go back into that role, but would if necessary.**
    - **Collin stated he would still be involved in the FC or related aspects.**
    - **Debbie expressed interest in being President as well, but was a bit apprehensive.**
    - **The role of Volunteer Liaisons was brought up and it was made clear that there is no policy against first year members holding office, it has just been a best practice to have experienced Board members in those positions.**
    - **Rhiannon expressed interest, pending a review of the job description.**
    - **At this point it was decided that since we are missing 4 members of the board that discussion would be suspended and officers can be set at the next meeting. Preparation for the next meeting will be done with the help of various Board members, not just Karen as acting president.**
    - **Collin will include officer nominations in email for Board Minutes approval. Board members should consider which roles they could/would fill, who they would like to see in certain roles, and come to the next Board meeting prepared to elect officers.**

President -

Vice President -

Treasurer –

Secretary –

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