

COVID-19 Action Plan Meeting

March 21, 2020 from 1-4:30pm

In attendance: Alex, Wendy, Karen, Rhiannon, Sara, Abby, Paula, Vince, Debbie, Annica, Collin, Rachel

Facilitator/Timekeeper: Rachel

Agenda

- **Check-ins (5 min):** Name, 1-2 words to describe how you feel right now, anything people should bear in mind about your current situation, What's one thing you feel good about this past week?
- **Vince's poem (2 min)**
- **Ground rules, clarifications, and common goals (10 min)**
 - **Ground rules**
 - **Be present** - please stay off phones unless absolutely necessary, do not talk while someone else is talking.
 - **We are all equal** - remember we are a cooperative.
 - **No idea is off the table** - let's create a safe space where people can be vulnerable to share their ideas and feedback without judgment.
 - **Nothing is personal** - avoid personal debates and attacks.
 - **Ask questions** - do not jump to conclusions, but ask clarifying questions.
 - **Be kind, patient, understanding** - we are all trying our best to make a difficult decision, we all have different communication styles and ways of interpreting information.
 - **Respect the stack** - raise hand/finger/"C" (in-person) or say "stack"/"point of information"/"clarifying question" (on phone), take a break if you have spoken a lot in the meeting, try to be succinct and allow time for everyone to contribute.
 - **Clarifications**
 - Workers Collective is responsible and accountable for:
 - Managing the daily operations of the store and cafe.
 - Making decisions regarding staff.
 - Board of Directors is responsible and accountable for:
 - Making policy decisions and long-term planning regarding the co-op's operations.

ARTICLE V: DIRECTORS

5.1 The Board of Directors shall be responsible for making policy decisions, long-term planning regarding the co-op's operation, approving the budget for presentation to the membership, and working on committees. The Board shall be composed of nine members. They shall be elected at the annual Membership Meeting to the term of three years, three seats each year.

5.2 The co-op's standing committees shall be: Finance, Human Resources and Workers' Collective.

Other committees shall be created by the Board as deemed necessary. All committees shall meet regularly and report to the Board. All directors shall participate in one of the standing or other committees.

- **Common Goals**
 - Make a decision that balances the safety of our workers and community with the maintenance of the viability of the co-op as a business.
 - Anything else? None, group agreed on goal above.

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- **Present options and discuss (45 min)**
 - Keep the co-op open
 - Shortened hours
 - By appointment only
 - Close the co-op temporarily
 - One week
 - One month
- **Break - Marinate in the possibilities (10 min)**
- **Resume discussing and come to a decision (50 min)**
 - What to tell cafe staff - guarantee income for any certain amount of time?
 - **Group decision**: They will be paid their originally scheduled hours through the pay period end date of Saturday, March 28 so the WC and Board have some time to come up with a longer term plan. We are working hard to provide them with information on what will happen after that by Friday or Saturday. **Abby** to relay this information.
 - **Option chosen by the group**: Close the co-op temporarily but then reopen with shortened hours or by appointment only.
 - Close initially to establish systems that are functional.
 - One week, from Tuesday, March 24 to Monday, March 30 (Note: The WC has since changed this to March 24-March 29 and reopen on Mon, March 30). **WC will work with Rachel** to prepare the announcement and list of community resources and send out by Sunday, March 22.
 - During the week the co-op is closed:
 - **Alex** can come in and accept deliveries when closed.
 - **WC** will take a 1 or 2 day break, then
 - come up with clear guidelines for the reopening and prepare a communication to the membership (**Workers Collective to put together in collaboration with the Board, Finance, and HR Committee by Thursday, March 26**):
 - Hours that employees may be able to work (during open hours, closed days, off hours).
 - Package to staff and identify which staff are continuing on.
 - **Finance Committee (Collin, Wendy) to work with WC** to determine X number of hours and overtime can be paid based on emergency budget total (e.g. \$35K for one month - based on \$25K average payroll/month).
 - Idea: Fixed “Hazard wage” for anyone coming into the co-op (cafe and store side).
 - Café workers could still possibly make grab’n’go.
 - Or train to work in the store.

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- What to do with stock that will expire/go bad during this time.
- Logistics of how the reopening will go in terms of:
 - Appointments
 - Partial open hours with 1 person shopping at a time (lock doors).
- Consider the possibility of Wendy working for 4 hours during week closed on at least. Debbie could be there as a support person during that time.
- Closed 2 days a week:
 - Mondays: Day to do ordering, weekend day
 - Thursdays: Day we receive the largest order
- Ideas for the reopening (none solidified at this meeting, the WC will put together their plan by Thursday, March 26):
 - Reopen by appointment only, 15 minute appointments - Maintain in a Google docs.
 - Post on all the platforms.
 - Clean up after each appointment
 - Benefit of this is we can reduce the # staff.
 - Can train cafe staff on how to work in the store.
 - Have slots of time that the co-op is open - sign on door, on our website, sandwich board.
 - Have tags 1-6 for folks to take in store. Laminate and sanitize.
 - Host that stands outside with the handwashing station. Answers questions, manages special orders. Have another person inside checking people out, stocking.
 - Have open hours and some by appointment.
 - Curbside delivery (if people know what they need/we can confirm).
- **WC and Board** to check in weekly.
 - WC to reach out more frequently, when needed, to request support or provide urgent updates.
 - Rachel will work with groups to decide what this looks like - Zoom meeting? Email updates?

Other: Refresh budget - to be reviewed/voted on via email