

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 01.21.20 6:30pm

Board Members in Attendance: Debbie, Alex, Wendy, Rhinannon, Vince, Karen, Collin

Others in Attendance: Scott H., Annica, Abbie

Note Taker:Wendy

Facilitator: Rhiannon

Time Keeper:Alex

Minutes

- Check Ins + Pronouns + Firestarter (5 minutes)
 - Review Facilitation Style + Hand Signals (5 minutes)
 - Update from Columinate (5 minutes)
 - A bit of track with the last month but have set a clearer calendar of 2020 goals
 - Next Meeting with Columinate is after Feb 16th(30day goal mark)
 - 5 hours left
 - Still working on things she(Columinte) tasked with, and when those goals are hit then will know more about what will be asking her to do/what we will be getting from her in those 5 hours.
 - WC will send out the 30day/60 day/90day goals
 - Karen asked how they are all feeling and the answer is it is doable and overwhelming at time - the refresh sidetracked from those first set of 30/60/90 goals and Abbie didn't have enough people to delegate to, but now has volunteers and Cafe staff has stepped up.
 - Update from Strategic Plan Ad Hoc Committee (10 minutes)
 - Include: Spaghetti dinner recap, materials created, budget, language to use, timeline
 - Met the week before the spaghetti dinner(Debbie, Collin and ? and ?) to finalize the board for the dinner
 - Timeline is in place
 - capitol budget will be finished soon
 - Painting is ¾ done in the store
 - Produce bins are finished
 - Cafe Bar/additional seating
 - Bulk bins- with scoop bins
 - Talked about using the word REFRESH not expansion
 - Outline and paragraph about how to talk about it will be sent out - Debbie
 - WC has taken on doing the budget/timeline - to be approved by board
 - Needed more information Kyle(building extended seating) to be able to finish budget
 - brief discussion on seating design- wall with info on it to serve as a windbreaker
 - Have been meeting a lot - in order to have info at Dinner last week, and it became entangled with WC and figuring out how to make the committees role and responsibilities clear will be happening
 - Marketing is one place it overlaps with communications and WC - will be clarified
 - WC / Committee Updates (35 minutes) (potential order below) (discuss report templates)
 - Café- Abbie
 - See Report
 - Staff is growing stronger and working well together- Morale is up
 - Highlights- deli sales and bakery sales are up from last year, longer hours is helping sales
 - Have closed early a few nights, due to slowness - but working for it to be an anomaly
- Do you have any questions on the minutes or wish to attend a future meeting? Please contact board@riverwestcoop.org for more information.*

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 01.21.20 6:30pm

- o New menu is being worked on- development and pricing- Cafe staff is supporting Abbie in this work.
- o Vince noted that the loss this year is significantly less than last year's loss.
- o Discussion about how the cafe is seemingly doing better and store had way less sales this last year- that the "Refresh" is to bring people into the store and not just cafe and acknowledgement that the conversation has been ongoing in the WC to work together as a whole
- o Evening Store Manager- ALEX
 - o Nothing to add -see Report
 - o Debbie asked if Alex's role has solidified - Alex has taken on some of Paula's old roles, and tips in the cafe.
 - o Abbie wanted to note that Alex was selling himself short and that he has taken on a lot of things that haven't been getting done, and has organized the basement, shelves and has been pulling out a lot of numbers from COPOS on sale numbers.
 - o Debbie said that it feels open and nice when you walk in - Alex - A preview of what it will be like when the "Refresh" is done
 - o Debbie asked if there has been a talk of payroll/numbers coming into a WC role, or what Shelly is keeping. Abbie asked for more time for that goal - with all the other projects. Debbie asked for goal dates(past may) so that the transition happens. Abbie stated that WC talked about looking at it when ALEX hit 6 months
- o Inventory Coordinator - Sara is not present
 - o See Report
- o Volunteer Coordinator- Annica
 - o See Report
 - o Volunteer Numbers have gone down.
 - Cafe is where more are needed
 - o Communication from volunteers is coming down
 - o been thinking about how to engage the volunteers more and encouraging the work from within them
 - o Tuesdays at 3pm and Fridays at 11am are the standing Volunteer orientations.
- o Finance Committee
 - o Budget time is later in meeting
 - o December numbers will be sent out - Collin
 - o Add BASIC NUMBERS HERE -Wendy
 - o Collin has said it has been a rough couple years but that he is confident that we have a good group and things are going to turn around
 - o Collin said if we have specific questions to let him know
- o Human Resources
 - o See Report
 - o Board needs to respond to reviews
 - Wendy, Vince, Alex and Abbie
 - It is important that the board respond timely to HR requests
 - All do them ASAP
- o Communications
 - o See Report
 - o Lizz is kicking ass
 - Super organized and has put together a great editorial calendar
 - Social media will be on point
 - o Meetings are once a month now -Last Wednesday of the month at coop 6:30pm
- o Membership
 - o See Report
 - o these are our slow months for equity- but december was 300\$ more than last Dec 2019
 - o Need volunteers to do labeling and outreach for membership drive/labeling etc

Do you have any questions on the minutes or wish to attend a future meeting? Please contact board@riverwestcoop.org for more information.

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 01.21.20 6:30pm

- o Collin said we should look at doing a member appreciation month after the refresh-Spring/Early summer
- o Karen noted that the GMM pushes people to renew
- o Annica noted that we can take Credit Cards anywhere now with an App- easier to do membership drives.
- o Sustainability-Debbie
 - o See Jasons reports
 - o Would like to see engage him more into the board
 - o He would like to see feedback about compost and garbage
- o Volunteer Liaisons - No report
- o Spaghetti Dinner Info
 - o Money at door
 - o number of people
 - o Donations
- o General notes
 - o please send reports as Word or Pdf
 - o Naming format
 - [Name of Committee][Date of Board meeting]
- Food Break (end by 7:40!!!)
- Schedule March Board Meeting (5 minutes)
 - o March 10th
- Start to look at GMM planning (5 minutes)
 - o Planning List was emailed out
 - o Need to Advertise!
 - o Marketing
 - Flyers should go on counter- Alex will put on Counter
 - Rhianon will post flyer at MATC
 - Facebook Event - Rhianon
 - Flyer -can Logan make it?- Karen
 - o Deadline for candidates
 - MARCH 6th
 - we will meet the bylaw of informing for nominations through email in next newsletter and posting in store
 - Get on website- Alex is meeting with Reese to get it on the website
 - o Added 5 more minutes
 - o Call for candidates
 - Side discussion that we have only had 2 brand new volunteers about the open board positions- Debbie needs to reach out to them again. We still need to keep updating membership that we are still looking. - Wendy needs to fulfill old action items in notifying people.
 - Clarified that any people that are appointed to the interim- and they would still need to be nominated and voted on at GMM
 - Collin is up for renewal
 - all 3 positions will be 3 year term
 - Board nominates/applications are sent to google form
 - o Annual Report
 - Glenda has been the one to lay it out - Colin and Vince will ask her
 - Content will need to get to her in a timely manner
 - All committees listed in planning form need to write a report
 - o Discussion questions for GMM
 - We will determine these at February meeting
 - Look at last years- Debbie will send out

Do you have any questions on the minutes or wish to attend a future meeting? Please contact board@riverwestcoop.org for more information.

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 01.21.20 6:30pm

- o Food
 - Abbie needs to be asked to coordinate
- o Agenda creation
 - Create at February meeting -All board should help
 - Look at last years agenda for ideas - Debbie will send out
- o Printing of nominations and follow up with candidates- Collin
- o Logistics- will be delegated as we get closer
- 2020 Budget Approval (10 minutes)
 - o Basically last years expenses
 - slight decrease in cafes
 - Increase in sales to show a profit
 - o Event budget too low
 - Marketing and event costs have not been tracked as well?
 - o Conference budget seems high
 - Do we want to adjust?
 - Small and strong- and Madison are the 2 we have historically gone too.
 - o We need to make sure expenses are booked correctly to track the budget correctly
 - o Training number
 - o Side note- why did the store sales slip so much in December? -we need to see the numbers
 - o The payroll numbers are based on what is a reasonable percentage for the amount of sales.
 - o Side Discussion about what hours are open - but any cut in hours is not going to meet the gap- SALES have to go up!
 - o Budget Approved by consent
 - noted that we will be revisiting it more regularly
 - Can be amended
 - Wendy will be submitting a training proposal budget
 - o
- Board Member Candidates & Call for Candidates Progress (5 minutes) - discussed in GMM
- Follow Up on Retreat Action Items (10 minutes)- Tabled
- Board Rules / Goal Setting (15 minutes) - Read the Board Rules and want to make sure we are in compliance

Assigned Tasks

- o Outline and paragraph about how to talk about it (Refresh) will be sent out - Debbie
- o Add December numbers to minutes - Wendy/Collin
- o GMM Marketing
 - Flyers should go on counter- Alex will put on Counter
 - Rhianon will post flyer at MATC
 - Facebook Event - Rhianon
 - Flyer -can Logan make it?- Karen
- o Candidate deadline MArch 6th -Get on website- Alex is meeting with Reese to get it on the website
- o Call for canidates
 - we have only had 2 brand new volunteers about the open board positions- Debbie needs to reach out to them again. We still need to keep updating membership that we are still looking. - Wendy needs to fulfill old action items in notifying people.
- o Discussion Questions for GMM
 - Look at last years- Debbie will send out

Do you have any questions on the minutes or wish to attend a future meeting? Please contact board@riverwestcoop.org for more information.

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 01.21.20 6:30pm

- o Agenda creation
 - Create at February meeting -All board should help
 - Look at last years agenda for ideas - Debbie will send out
- o Printing of nominations and follow up with candidates- Collin
 -

Next meeting: **Tuesday, February 18 @ 6:30** at the River Revitalization Foundation

Do you have any questions on the minutes or wish to attend a future meeting? Please contact board@riverwestcoop.org for more information.