

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 03.10.20 6:30pm

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

Others in Attendance: Abbie, Mitch, Annica, Jeannie

Note Taker:Wendy

Facilitator:Alex

Time Keeper:Rhianon

Minutes

- Check Ins + Pronouns + Firestarter (5 minutes) Favorite thing in Spring
- Review Facilitation Style + Hand Signals (5 minutes)
- Update from Columinate (5 minutes)
  - Met with Britnay from Columionate 2 weeks ago
  - Went over finance specifically about increasing basket price
  - we are going to closely watch the numbers, not just at the meetings, but have it up on the wall to see.
  - Spreadsheets calculation labor and tracking labor and comparing to budget similar to what has been made in the cafe will be made for the store.
  - These things will be posted in office from now on Sales per Labor hour/ Sales /avg basket size/customer count/margin minus labor
  - More active finance committee- the whole WC has joined the finance committee.
  - Recognize that the loss is still there - putting systems in place to battle losses
  - Cafe is focusing on grab and go
  - 4 hours left
  - What does she think of what we have done so far?
    - grab and go /
    - Abbie thinks we need to be more aggressive with our tactics
    - one big point she gave us that our profit margin was in a good place but labor drained it.
  - Need to create spreadsheets still - Wendy asked if the Wc/Finance committee needs support in creation and implementation of the number crunching.
    - Abbie said yes - and there are some volunteers that can help
  - Karen asked about product changes and if there has been the conversation with brittany - No
  -
- Update from Strategic/Marketing Planning Ad Hoc Committee (15 minutes)6:59
  - Debbie spoke to figuring out the difference between the marketing and communications committee. Wants the marketing line on the budget to be taken seriously. For us to figure out what is a something something budget
  - May 2nd is the deadline for the refresh- of course some will be rolled out after - as Cafe menu redo and is important that it happens but when the time is there -
  - Signs will go up Excuse our mess we are going thru a refresh- going to make a growing window sign.
  - MArch 15th - Coop products
  - Coop plan finalized by end of April
  - Refresh week, different events and specials throughout the week.
  - Karen asked if the budget included paying for work? Alex said they are combining a list of things that need to be created to see if volunteers can handle it. Abbie said it would probably be a mix.
  - Karen expressed that we should not be afraid of paying someone if we need to
  - Wendy recommended asking Columinate for benchmarks
  - Karen asked if we are making sure to talk about why we are in teh markwitin
  - alex- “ amplihy our awesomeness”
  - Next Meeting is SATurday

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*

- WC / Committee Updates (35 minutes) (potential order below)
  - Café - Abbie
    - we are up from jan 2019 but we would like to be closer to 29/30k
    - Labor is better than last year but not low enough
    - Sales went up and Abbie expressed pride in the cafe works and we all joined in
    - We can not cut labor anymore - sales need to go up
    - Established that we know what our sales and labor need to be - and keeping an eye on the budget.
    - She needs to see more of the trend in the store in order to better see the relationship into make weekly and monthly strategies
    - Is positive that the extra seats will give us more sales
    - Concerned about the staff can keep up, as staff is at bare bones. Wants to make sure burnout does not happen and that moral stays high
    - Has list of Goals in report.
    - Debbie - the new charts are great and what needs to be in reports - thank you
    - karen - when we have no seating - which budget
    - Wendy stated again that labor costs need to go up to increase service and to budget for it and
    - Last conversation about getting that labor number right
  - Evening Store Manager-aLex
    - finished running sales numbers (grocery ) for looking into the product culling.
    - need more basement organizing - will be going down to 1 facing item from 2-3 of the same sometimes
    - Please read the report
    - Vince asked if labor and sales comparison - alex said yes that is the next step talked about earlier
    - Abbie said the 1xt
    - Wendy expressed concern that the staff doesn't have access to QB to run some of these numbers that should exist in it
    - Abbie asked that Shelly attend the meetings -
    - Karen asked if they have enough support
      - they do not - and need it
    - Debbie - we do need the QB “manager” to be a manager and more present in the day to day.
    - Wendy asked for a line in the capital budget for the refresh.
    - Debbie asked if the refresh budget is done as it is due today.
    - Alex - said spreadsheet has everything but lighting. - needs to be approved
    - Debbie - asked for a new deadline
    - Karen asked if there is enough access to shelly and alex stated that the meeting tomorrow covers that.
  - Side conversation about the budget for the refresh and when the new deadline.
    - having missed the deadline means that the board has to meet separately to approve.
    - deadlines like this need to be met in order to not delay .
    - New Deadline: Next WC meeting the 18th
    - Wendy asked if any items need to be ordered before we would be able to approve budget - nope
    - Monday the 23rd 6-7:30 emergency meeting to vote on the Refresh budget.
    -
  - Inventory Coordinator - Sarah not present
  - Volunteer Coordinator - Annica
    - Will be making sales vs labor
    - Abbie and annica will meet more regularly and talk about changes in training volunteers

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 03.10.20 6:30pm

- Finance Committee- Collin
  - working with WC on labor budgets
  - Talked about the WC working on the finance committee.
  - Abbie thanked Collin for all the help and support.
- Human Resources -
- Communications - no report
- Membership - no report
- Sustainability - no report
- Volunteer Liaisons - no report
- Food Break (end by 7:45!!!)
- 2020 DNC Vendor Search Portal (5 minutes)8:02
  - Debbie attended a RW DNC meeting
  - Does not think they are being as active in pushing small business
  - but wants us to be listed on the DNC vendor portal
  - RWB association let us know meeting about tools for restaurants and caterers.
- Follow Up on Retreat Action Items (10 minutes)
  - skipping - please read Document in report
  - Everyone has items - wendy the most not done
  - Anyone want some of Wendys items
- Board Member Candidates & Call for Candidates Progress (5 minutes)
  -
- GMM planning (25 minutes)
  - Kelly will be Facilitator for GMM
  - Kelly/WEndy/Bebbie met to talk about the agenda
  - went over the agenda
  - Look at it please and the planning checklist to make sure you get your items done
  - Rhinanon asked for the reports to have the times broken out for each report.
  - Anthony Duestch is going to play before
  - Additional 50\$ budget for beer and juke box
  - Can we send a summary of the discussion out to the membership - send the notes, who is our board - maybe a pdf of the report too. - adhoc committee to meet after to get this out
  - Kelly - wanted to know more what we want during those discussion questions? Are members going to be able to contribute? what do we want? what is the best way to use that time?
    - Can we flesh them out a little bit?- Vince
    - Goal to get more people engaged in the coop and the board and membership
    - Find facilitators/notetaker for each section - able to introduce each group
    - Use these items to Advertise meeting on social media and the newsletter
- ITEMS STILL TO BE DONE FOR
  - Facebook posts - Debbie
  - Emails - Debbie
  - Bios in Store - Collin
  - Annual Report - edits are due Thursday - Everyone
  - Glenda has requested images from previous events - Everyone
  - Food - Cafe to make one main dish - its a pot luck
  - Microphone 2 cordless -
  - Volunteer needs
    - 2 to count ballots

*Do you have any questions on the minutes or wish to attend a future meeting? Please contact [board@riverwestcoop.org](mailto:board@riverwestcoop.org) for more information.*

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 03.10.20 6:30pm

- crew for table
- set up crew and take down crew
- in charge of drink tokens
- o Laptop to have the membership - karen/Liz
- Board Rules / Goal Setting (tabled for April meeting?)

Next meeting: (TENATIVELY) Tuesday, April @ 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](mailto:board@riverwestcoop.org) for more information.*