

Board Members in Attendance(zoom):Rhiannon, Wendy, Karen, Collin, Vince, Debbie, Alex

Others in Attendance: Sara, Jeannie, Annica, Abbie

Note Taker: Wendy

Facilitator: Alex

Time Keeper: Rhiannon

Minutes

- Check Ins + Pronouns + Firestarter (5 minutes) - How is everything going during COVID
- Review Facilitation Style + Hand Signals (5 minutes) + **Zoom Specific Info**
- Store Report (10 minutes)- Alex
 - See Report
 - Tracking daily sales per department
 - Continuing to reorganize the store
 - Shelly and Paula are doing well picking up the ordering- few hiccups
 - Training anyone else has not happened as Shelly does not come into the store when people are there
- Café Report (10 minutes)-Abby
 - See Report
 - Morale is ok - wants to do more
 - Coffee - Money would be good - but how do we handle the point of contact?
 - would like to explore it
 - Catering menu is being thought about
 - Debbie - we should start thinking about to go orders to some extent - as staff feels comfortable
 - What is the thought behind catering/ Large quantities - families? KAren
 - Abby said it was so people can get larger quantities and not have to come into the store so often - Maybe catering is the wrong word - Special order is better
 - Come in once a week to buy hummus/soup/ etc
 - Wendy- put forth the idea of a brunch setup ie pancake batter or french toast or breakfast setup
 - Karen made sure to thank Abby for her hard work.
- Volunteer Coordinator Report (10 minutes)
 - See Report
 - Volunteers are the board at this point
 - She has been connecting with volunteers - and is going to start up the tort report
 - Let's send Annica ideas to engage volunteers with other volunteer opportunities
 - Debbie said let's get a list together in general for volunteers
 - Comcom - Staff highlights
- Finance Committee Report (10 minutes)
 - See Report
 - Obviously they are not our usual P&L
 - Thinks we can make it work so we are mitigating losses - might even come out ahead
 - Can we see the separation correctly from cafe/store and who has hazard wage/home wage. Not right now - the staff is looking at it
 - Karen asked for how the numbers really are - how do we compare?
 - Wendy asked for the percentages to be pulled out and sent in a report from Collin
 - Abby - how much does it matter what is cafe/store right now - that we should look at totals

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 04.27.20 6:00pm – VIA Zoom

- Debbie pointed out that ½ March was normal - ½ we were closed and it is a totally bizarre month
- Debbie asked that the coding of the payroll happen soon to make sure we can what is happening in the cafe and at different wage levels
- We have applied for the PPP Grant/Loan from Waukesha State Bank
- SBA - The que is starting up again on the federal
- LISC - We applied for a 10,000 grant
- Work - Share plan from the DWD UI is being looked into

- Other Reports (10 minutes)
 - Human Resources
 - Communications
 - Membership - we extended people's discounts even if they could not pay for the membership. Should we extend the discount? For how long? No final choice.
 - Sustainability
 - Volunteer Liaisons

- Break (end by 7:10!!!) 7:15

- Schedule May Board Meeting (Monday, May 18th?) (5 minutes)
 - Zoom it again
 - Monday, May 18th 5pm-7pm
 - Wendy will send another zoom invite

- Plan for Refresh & Strategic Planning (20 minutes)
 - Paula talked with Kyle - he is ready to go - if we order it now he would have it ready in June - needs deposit -Half of \$3,700.00
 - Discussion to approve budget - looked at budget line by line
 - Wendy asked if we should fund the new tables and chairs in the cafe now even if we were not going to get them right now
 - Debbie thought we were matching stools to the chairs we have
 - Alex will cost out the table tops.
 - Increasing the marketing line to a \$1,000 with the understanding that we might need to revisit that line
 - Wendy asked that the consultant be asked about marketing budgets and thoughts
 - Additions
 - Tables for cafe \$1,000
 - Double labor costs to \$800
 - Increase marketing to \$1,000
 - Annica and Wendy will set up a strategic planning meeting Zoom

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- 2020 GMM planning (20 minutes)
 - Do we need to have one? Everyone wants one
 - Do we wait until it can be in person? Or, what are options for having it remotely?
 - Can we do it in September at Falcon?
 - Offer a remote option
 - Do it sooner for a remote option?
 - Karen says we should do something in person when we can - maybe not a full meeting or a full party
 - Wendy says she thinks we would be able to get a lot more people virtually and could be a really good thing - even as we would have to carefully plan
 - Abby says that she is concerned that we still won't be able to meet in September

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- Rhiannon- thinks that there is an accessibility issue and that we would still have a smaller meeting to get reports out
 - What are the next steps and who is willing to step up to help?
 - What do we do about board candidates? Also, can we extend the timing to get at least one more candidate (so we would have a full board)
 - Debbie - does not have a concern with the reports and voting- worried about the discussion pieces.
 - Wendy brought up about Zoom breakout rooms - and we can use that to engage the members -
 - Discussion on if we can or if we want to record
 - Maybe we let the groups decide?
 - How do we address people who don't have access
 - Can we have people vote differently?
 - The digital experience is not accessible
 - There are no "BIG" decisions - no contested voice
- IN THE MIDDLE OF THIS WE APPROVED Jeannie Stranzl as an interim Board member
- GMM Planning Zoom
 - Debbie, Karen, Wendy, Rhiannon
 - Will present ideas and make a date at the May18th Board meeting
 - Late June will probably be the date of GMM
 - How should we let members know we are still working on it?
- Follow Up on Retreat Action Items (tabled for May?)
 - Board Rules / Goal Setting (tabled for May?)

Next meeting: Monday, May 18th 5:00-7:00 pm

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