

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

Workers Collective in Attendance: Annica, Abby

Others in Attendance: Sara, Mitch

Note Taker: Wendy

Facilitator: Collin

Time Keeper: Rhiannon

Minutes

- Check Ins + Pronouns + Firestarter (5 minutes)
- Review Facilitation Style + Hand Signals + Zoom Specific Info (5 minutes)
- Café Report (10 minutes)
 - Special order menu - is on hold and Abby is concerned about the amount of labor and it could be really messy (?) some sanitizing policies in the store still need to be followed through on - and now that she has given notice she thinks it should wait
 - Have we been selling all the grab and go before expiration
 - Yes, for the most part
 - Sales have been increasing and Abby thinks we can make more and diversify ▪ Slow days sell about \$150 / have been seeing \$300+ days
 - Thinking about large batches of soup/large amounts of sandwiches can be fit into the work day.
 - Abby wants our choices to be made methodically and based on what we can do o Wendy asked for more clarifying on sanitizing - Abby has seen lack of direction to the customers, baskets not sanitizing. Staff was more vigilant in the beginning, and it will be brought up at next WC. Guidelines need to be worked into future roles.
 - Wendy asked about the conversation of opening up more
 - Discussion about plan to open more/ what cafe might look like / PPP Grant/ ▪ Plan needs fleshing out for everyone to feel comfortable
 - Debbie would like to see a plan created even without knowing when it would start. ▪ Members and staff and customers would benefit from knowing some structure ▪ Start with what step one would look like, then what would be the next step? And the next? Don't put timelines in place necessarily, but accomplish one small step, and then reassess regularly to see if we are ready for the next one
- Hiring Committee Needed for Café Manager (5 minutes)
 - Need 2 board members and 2 staff
 - Rachel will be pulling together this committee
- Store Report (10 minutes)
 - Refresh layout is starting. List of items that will be discontinued (temp and perm) o Karen asked how it is working out with Shelly - what is the timeline for hiring new inventory coordinator - Alex says it has been working fine.
 - Paula is helping small orders/ Alex is doing some piecemeal/ Shelly is doing vast majority - Shelly is good until August with helping out. Shelly will attend next month's board meeting.
 - Alex and Annica are comfortable with holding down the WC until new manager(s) is hired o Sara wanted us to know she is able to come back if/when needed.
- Volunteer Coordinator Report (10 minutes)
 - Trying to get volunteers more involved in committees
 - Looking at ways to get members and volunteers more engaged.

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 05.18.20 5:00pm – VIA Zoom

o Debbie let us know that there are GM volunteers needed (see GM portion)

- Finance Committee Report (10 minutes)
 - o Lost \$7,000 over all in April
 - o Inventory was the same as last year
 - Talked with WC about lowering our inventory number
 - o Strategic planning/WC/finance has been talking a lot about labor costs
 - o Went over new report about %
 - o Collin will follow up with PPP and get the terms to us so we can make a decision on labor costs and how we can use it in order for it to be turned into a grant

- Other Reports (10 minutes)
 - o Human Resources
 - o Communications
 - o Membership
 - o Do we want to revisit extending the hold on member dues?
 - o Sustainability
 - o Volunteer Liaisons

- Break (end by 6:15!!!)

- Schedule June Board Meeting (Monday, June 8th/ 15th) (5 minutes)
 - o Note: June 8th would be before proposed GMM date, but too early to get financials
 - o Short meeting on the 8th about the GMM 6-7pm
 - o Full board meeting on 22nd 6-8pm
 - o Wendy will create Zoom for meetings

- Plan for Refresh & Strategic Planning (10 minutes)
 - o Look at final budget (with more research done into marketing, labor, and café tables)
 - o Alex - items have been ordered for the refresh
 - o Layout has been happening
 - o Liz is working on three different tiers of marketing/plan
 - refresh/covid related/ long term
 - \$1,000 budget still needs to be allocated
 - o Karen - brought up the need to hire marketing person for continuity and campaign ▪ Collin said it was talked about it was talked about was folding it into the Night Manager's duties when Resse worked with us and we have never had a proposal ▪ Wendy stated that we should talk to Columinate for resources/advice and that the \$1,000 is a placeholder number
 - o Cafe tables- still have not gotten a number on the addition number - Alex will follow through and send it to the board and WC when he gets it.
 - o Karen - wants the CommComm to know that they can have more help and is worried that things are falling through the cracks. WC members said they are not

- Vote Sara as Interim Board Member? (5 minutes)
 - o Sara is willing to be an interim but only until GMM
 - o We need a longer commitment/ is it worth it for only a month?
 - o Karen says in case something came up

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 05.18.20 5:00pm – VIA Zoom

- o Group decided that we do not need an interim board member for the next few weeks if unwilling to run for the board at the GMM. If we run into a sticky situation in the next few weeks that needs a vote, we can assess it then
- 2020 GMM planning (25 minutes)
 - o Tentative date on Sunday, June 14th?
 - o Vince expressed concern about the length of 2.5 hours being too long
 - o Karen expressed concern about people having access
 - o Debbie and Wendy met and talked about how to have a Zoom GMM on June 14th from 3-5:30pm
 - It would be recorded and be made available along with minutes
 - Went over those notes and outline - see attached
 - o Collin, Mitch & Jeannie are interested in helping with the details
- Follow Up on Retreat Action Items (tabled for ???)
- Board Rules / Goal Setting (tabled for ???)

Next meeting: June 8th - short meeting to discuss GMM

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