

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

Others in Attendance: Annica, Mitch

Note Taker: Wendy

Facilitator: Debbie

Time Keeper: Rhiannon

### Minutes

- Check Ins + Pronouns + Firestarter (5 minutes)
- Review Facilitation Style + Hand Signals + Zoom Specific Info (5 minutes)
- Update on Hiring Committee for Café Manager (5 minutes)
  - Extended the call for candidates till June 21st
  - Most were not real candidates
  - Phone calls are being set up- Rhiannon
  - 11 candidates will be phone interviews(picked out cross over of management and cafe experience)
  - Wendy asked if any had connections to our coop (1 volunteer and 2 coop enthusiasts)
  - Debbie asked if any had management experience/overlap with coop experience
  - 2 overlaps
  - July 5th is the start date
- Café Report (10 minutes)
  - See Report
  - Rhiannon's first time doing report -
  - Increase in every dept we are currently selling, but obviously not matching sales from last year only over 15.5 hours for the month - pretty good for manager leaving
  - The Transition without Abby is going smoothly - everyone is pulling their weight - the management team is doing great.
  - Debbie - think that the conversation around making changes/expanding the menu - and that when we have a manager we need to make sure the WC and the Board are brought into the decision about opening it.
  - Debbie thinks we should have a plan in place to tell ourselves and the public/customers. It could be just an easy elevator speech even without a timeline.
  - Karen asked about bulk ordering that Abby mentioned previously.
  - Rhiannon said that it has not been discussed.
- Store Report (10 minutes)
  - See Report
  - Sales increased from April
  - Red dots sale in cafe - Debbie mentioned safety concerns about having the sale items in the Cafe where there is not always staff watching the side door
  - Masks are mandatory now
  - Going to get a better hand sanitizer setup and then change to that instead of handwashing.
  - Wendy said store is looking great
  - Bar is being put into today
  
  - Culminate meeting with Brittney
  - Gave the idea for using the cafe space
  - Liked our marketing ideas
  - Suggested to do more creating buzz type of post/sneak peak
  - Did they ask about a marketing budget for a store our size - she said we could reach back out to her. **Alex will reach back out.**
  - Karen asked for other marketing suggestions - she really focused on fb boosts

*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.*

Have the staff talked about expanding hours? Either open on Mondays or expand hours sometime soon.

Collin said we need to be strategic in how we spend any budget

Wendy said we need to talk about budget and what we want to do (on Milwaukee/radio Milwaukee/wpr/riverwest radio etc)

Debbie said if we have a plan and a budget then the marketing folks (comcom/WC) can make choices without coming back to the board on each decision

Wendy said that we should look for extra help if Brittany doesn't have concrete ideas.

Vince wanted to let us know that the Currents is being delivered door to door to 4000 houses.

So we should use that resource.

- Volunteer Coordinator Report (10 minutes)

See Report

Tort report goes out twice a month now

“Co-op at home” ideas

Only 5 people have responded

Thinking of sending it out in different ways (social media)

Keeping in touch better with volunteers on committees

Talked to Sustainability and Liz with Commcomm.

Liz is frustrated with Commcomm's lack of communication between meetings.

That committee needs some support.

Cool volunteer bought the store some bluetooth speakers

Concerned that we are too silent in the Movement.

Supplies were donated to marchers and brought out to supply depots

Annica helped write a lot of the statements that came out recently.

Annica is the point person for the hiring committee.

Debbie said that now we are not quite in the thick of the COVID-19 is there a way we can engage our volunteers more?

Have we said anything about the relationship with Willy St and how those funds are going to be used?

Need to do inventory after 10am on Monday. 10-5pm And can start Sunday after 7pm.

- Finance Committee Report (10 minutes)

See Report

Cafe grab and go up and Store up

Labor and COGS kept inline

Small profit made - \$7,816.14

Less member discounts showing - so we are selling to non-members

Do we want to cut off volunteer discounts - or convince people to volunteer on committees?

Wendy said that she would like to encourage other volunteerism not punish people because of covid.

Debbie did not want it to come off as a punishment, but as a push for people to volunteer on committees, and keep them engaged. The discounts are significant, and in a way we would be punishing customers who did not become volunteers before COVID because they don't have access to those discounts for the foreseeable future

PPP funds are showing as a income not a liability- Collin is going to ask Brian about that

What is the time frame/requirements for the PPP to change to a grant not a loan.

\$59,700 received last month

On June 12th revised the requirements 8- 24 weeks so we have until October 19th.

60% on Payroll 40% on rent/utilities

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

Do not have to have pre-COVID levels till December 31st

Exceptions - if someone refuses to work, or if there is still health and safety concerns we can ask for an exception

Wendy asked when we can start counting the expenditures - May 4th we got the funds

Debbie said that if we can spend it on payroll it should make it easier to report.

There are still funds available too

City Restart grant was due and put in on Friday June 12th

Requested money for PPE and Statewide small business grant - **Collin will submit**

Did not hear back from LISC- so that grant did not happen

- Other Reports (10 minutes)
  - Skipped reports - if anyone has questions
  - Human Resources
  - Communications
  - Membership
  - Sustainability
  - Volunteer Liaisons
- Break (end by 7:15!!!) - Back at 7:31
- Schedule July Board Meeting (Monday, July 21<sup>st</sup>, 22<sup>nd</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>?) (5 minutes)
  - July 27th 5pm-7pm and will revisit if Monday store opening messes it up
- Plan for Refresh & Strategic Planning (10 minutes)
  - Sale stuff going/moved -red dot sale
  - Bar is being put intoday - stools are in
  - Strategic planning committee have not met in a little bit
  - Marketing - can Commcomm take this on? they need support and accountability
  - Can we get another board member on that committee (other volunteers?)
  - Karen asked for Liz's capacity and commitment level and again brought up paying for any marketing that is above volunteer capacity.
  - Commcomm meeting will have that discussion
  - Collin reminded Alex to update the budget with actual purchases.
- Request from WC for Board Help (10 minutes)
  - Need a point person to help push these requests in the next two weeks
  - Member/customer survey (from board retreat)- **Wendy / Rhiannon**
  - Community Contacts List (from board retreat) -**Wendy**
  - Comm comm help (mostly social media)- **Mitch / Rhiannon**
  - Produce labels with price line- **Debbie** - **(will wait until more direction from WC)**
  - Monday or Thursday stocking / store help - 1hour mon 10-4 and Thur 10-4
    - Thursday at 6am - **Vince**
    - Coordinate monday shift - **Wendy** (between Karen/Collin/Debbie/Wendy) for the next month
  - Update website- **Jeannie / Vince**
- 2020 GMM planning (20 minutes)
  - Talked about the date and not wanting to put it out there -
  - Debbie proposed July 19th or can't until August 9th

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**AUGUST 9th 4pm-7pm** (if you are going to be a logistic coordinator role your day will start earlier)

- o Lots of feedback and Collin/Mitch/Debbie/Wendy met and planned out a rough agenda
  - o Length of time seemed to be a concern- a long meeting is not from everyone - but we will have a recording and people can watch it later also. or fast forward what they don't want to
  - o Make sure people know the length and that it will be recorded.
  - o Want to make sure that people get their hands on the annual before/during/after
  - o Make sure that we focus on 2019 but will make sure that if we get tons of covid questions beyond our section of the meeting. We can do a smaller special membership meeting to touch on both of those items.
  - o Talked about some different caps of timing, if we have more than x people we won't do intros, if we have more than X amount of people we will choose the breakout rooms.
  - o GMM Karen, Collin, Rhiannon (busy 6th- 17th of July), Wendy, Debbie, Mitch
  - o
- Follow Up on Retreat Action Items (tabled for ???)
  - Board Rules / Goal Setting (tabled for ???)

**Wendy** - stated that we should get on Ubuntu research and evaluation schedule asap. That she is committed to making sure we have BIPOC leadership within the next year. Everyone agreed we needed to move forward asap and wanted to still look into collaborating with other small orgs and also what ongoing education other resources are.

Next meeting: **Monday July 27th 5-7 pm**