

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

Others in Attendance: Mitch, Sara, Jeannie, Annica, Morgan

Note Taker: Rhiannon

Facilitator: Mitch

Time Keeper: Alex

**ACTION ITEMS INDICATED WITH RED HIGHLIGHT**

Minutes

- Check Ins + Pronouns + Firestarter (5 minutes)
- Review Facilitation Style + Hand Signals + Zoom Specific Info (5 minutes)
- Store Reports (10 minutes)

**Alex: The store lost money between now and last month (detailed in report); Sara's back working in the store; lots of plans on how to upgrade our products being discussed in WC meetings; all red dot sales will go from 25% to 50%; we've reopened on Mondays & though slow now it seems to be picking up again; starting in August store will be open on WEEKENDS 9a-7p, & we're talking about the same for weekdays starting September.**

**Wendy: Can you give some possible reasons for decreased sales?**

**Alex: June had 5 mondays, so 9 days closed total might make a difference; construction right outside the door has made it slower; that said, in May our sales went up likely due to the new active street; basket size has shrunk a bit as did customer #s/day.**

**Debbie: Is Sara back full time?**

**Sara: Don't think anyone is full time right now but I'm working in the store, back to doing inventory & ordering**

**Wendy: Store report mentions staff are asked to get tested for COVID-19 monthly -- are people being compensated for that time? Do they need to talk to HR about compensation?**

**Alex: Haven't had that discussion; staff are to email WC when they've been tested & the results. They could go to HR if they wanted.**

**Morgan: Everyone should definitely be getting tested as a civic duty to keep everyone safe, so no to being paid.**

**Sara: That said, I wouldn't need to get tested if I wasn't working (since I wouldn't be leaving my house)**

**Debbie: For the sake of time, if anyone feels strongly about having a further discussion about payment for being tested let's continue that outside of this meeting.**

- Volunteer Coordinator Report (10 minutes)

**Annica: I sent out a proposal regarding volunteer discounts during this period but haven't heard back from anyone except Debbie. 8hrs/month are, in my opinion, attainable in order to maintain the discount -- that work can be done out in the community, or for the co-op, or some combination of both. Regardless we're not talking about a total elimination of the discount.**

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**Debbie:** I think it's reasonable to reduce the discount from 10 to 5% for inactive volunteers; I think it's unfair to keep folks at 10% just because they were volunteers in mid-March and are not actively pursuing volunteer opportunities now; 8hrs/mo seems reasonable to me but I'm wondering what other Board Members think about that requirement for themselves.

**Annica:** I'd like to generally see more commitment from the board, the co-op could really use more follow-thru on action items[...] If no one has any other comments or concerns then we'll move forward with implementing that discount change.

- Café Report (10 minutes)

**Rhiannon:** As indicated in the report, cafe sales increased somewhat from last month (though still very low compared to last year); some items seem to trend for a bit then are no longer popular, such as sausage biscuits, bakery items; maybe customers don't think our prices are reasonable; our waste isn't actively being compiled with our purchases, but cafe staff are noting when they throw stuff away/how much is tossed. New manager Morgan can give the rundown for what's to come.

**Debbie:** We should track things given away as waste just to also get a good idea of what's really being bought.

**Morgan:** A tentative 6-month plan was sent out to staff for feedback/input; hopefully by 9/15 we can offer brunch on weekends, but details to come; people are definitely buying what we're making but we need to look more at how to make our operation work with what we have, specifically how to maximize our labor.

**Debbie:** Even if timelines don't work out it's exciting/important to have plans in place; without jumping the gun, it would be good to let people know our next phase is weekend brunch, no exact dates, and basically giving "teasers." Especially for the GMM, we should definitely let the community know that we are doing work behind the scenes and are making plans.

**Morgan:** Ideas from the WC include social media/Instagram polls to get people thinking about our food with hype posts; interactive & customer-based input will help us move forward (including a customer survey)

- Finance Committee Report (5 minutes)

**Debbie:** Collin's unable to make it but the report was sent out

**Vince:** We did have some profit but of course I want us to move forward without hemorrhaging money; we should have a plan that doesn't look like losing money every month

**Debbie:** It looks like payroll is no longer just being split 50/50 (all hours compiled and evenly split between cafe & store). Is it now reflecting the data that Alex sends over that breaks out each individual work shift?

**Alex:** That's something to ask Collin/Shelly since I just send employee hours over to them, I'm not sure exactly how they're being split.

**COLLIN:** How are we tracking labor right now? It's unclear if it's being split based on where an employee's hours are spent (if someone works in the cafe, do those hours come from cafe budget? if that person has a shift in the store, do those hours come from the store budget?)

- Other Reports (10 minutes)

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- Human Resources

**Debbie: have you (Morgan) had any HR training from Rachel?**

**Morgan: Bylaws, expectations for manager, & lots of other relevant info were covered in my meeting with Rachel; she also made herself available for any further questions**

- Communications

**Vince: I'm hoping to have more communication with CommComm, will they reach out to me?**

**Annica: Feel free to just reach out yourself, Liz did have to take a hiatus for personal reasons but is currently back & working to get the commcomm meeting regularly; hopefully board members can take a more active role in that committee since it also has to do with marketing & long-term plans**

**Jeannie: There's definitely been a slow start to getting things running with COVID-19 but I think we're all back up**

- Membership

**Karen: Katie & I are still working to stay connected, but please feel free to reach out if you have any comments or questions about it**

- Sustainability

**Annica: SusCom has pretty regular meetings; they've got prototype ideas (not on the co-op's dime) for how to have a hydroponic herb growing set up; told them they can be in charge of plants in and around the co-op, but generally speaking the committee is very excited to get involved.**

**Debbie: I did say last time I'd be willing to reach out to SusCom as a board member for help, do you think they'd still need or value any extra assistance?**

**Annica: I've personally been a link to them in the meantime but they're doing a lot on their own; Morgan is also hoping to coordinate so that we can do something about some of our waste products from the cafe**

- Volunteer Liaisons

**N/A**

- Break (end by 6:05!!!) (ended at 6:15)
- Schedule August Board Meeting (5 minutes)  
**Monday 8/24 5-7pm**
- Plan for Refresh & Strategic Planning (5 minutes)  
**Annica: Next steps are to evaluate the bulk wall**

**Alex: Same with the red dot sales**

**Debbie: How many hours are left with Brittany from columinate?**

**Alex: 4hrs**

- "Quarantine Pay" Led by Annica (10 minutes)  
**Annica: WC wanted to discuss/bring up whether we should pay folks if they are needing to quarantine due to exposure outside of the co-op or for personal preference (feel like they should to be safe, not because of exposure)**

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**Debbie:** I know there's laws surrounding that -- if you are positive for COVID, you have to quarantine, and payment for that time has to be tracked in a specific way but this should be discussed with HR. This means we also may need to figure out the Co-Op's quarantine (closing for a period of time) procedure -- it'll need to be researched by people who know more specifics.

**Annica:** To be clear we would shut down if someone comes back positive.

**Morgan:** Lots of businesses will also bring in a special sanitation team to clean the entire workplace if someone does come back positive

**Wendy:** People working together at the Co-op are in a way quaran-teamed together, so we need to make sure all staff have time to get tested if even one person comes back positive. Rule of thumb is quarantine for 14days after exposure.

**Annica:** Get tested no sooner than 5 days after exposure also.

**Debbie:** So the request would be different. We're speaking about quarantine for individuals who did not test positive; the board & WC would need to discuss what to do about folks who do that, AKA quarantine for reasons other than a positive test. There's likely something in place legally for that kind of situation.

**ANNICA:** Follow up with Rachel about legality surrounding pay for non-positive test quarantine

- Follow Up on Requests from WC for Board Help (10 minutes)  
**Debbie:** Item-by-item, who will be in charge for next month?  
>CUSTOMER SURVEY: **CommComm** for next month  
>COMMUNITY CONTACTS LIST: **Wendy** for next month  
>SOCIAL MEDIA: **CommComm** (Mitch & Karen will be specific points of contact w/in CC)  
>PRODUCE LABELS: **Debbie** for next month  
>MONDAY/THURSDAY IN-STORE HELP: **Wendy** for next month  
>UPDATE WEBSITE: **Jeannie/Vince** for next month
- 2020 GMM planning (20 minutes)  
**Debbie:** I have done nothing & am overwhelmed! Aug. 9 is no longer happening, we will need to move this back further.  
**Email incoming to : Debbie Collin Wendy Karen Jeannie Mitch Rhiannon**
- Follow Up on Retreat Action Items (tabled for ???)  
**Wendy:** We should try to schedule a meeting with Ubuntu soon, but I've also dropped the ball on this -- **Debbie & Wendy** will be included in the initial meeting. Ubuntu would be a longer-term investment, not just a 2hr session one time. They're not the only option! We have other options for self-education also.

Next meeting: MONDAY 08/24/2020 5pm-7pm

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