

Board Members in Attendance: Debra P, Wendy M, Vince B, Karen E, Mitch, Collin, Rhiannon

Others in Attendance: Annica, Morgan, Sara

Note Taker: Wendy

Facilitator: annica

Time Keeper: Morgan

### Minutes

- Check Ins + Pronouns + Firestarter (5 minutes)
- Review Facilitation Style + Hand Signals + Zoom Specific Info (5 minutes)
- Update on Refresh & Strategic Planning (5 minutes)
  - Annica - the WC has been onboarding Morgan and getting the cafe on track and has not done a lot of work on the refresh. East wall is next project. With finance committee talked about working with Comcom on marketing plan. SWOT survey has gone out to members and an internal one to board went out today.
  - How many hours with Columinate - Sara said 4 hours
    - plan? Annica and Alex have started to pull together the last questions and projects for them.
- Store Reports (10 minutes) - Sara
  - Bringing new products in
  - Sales have been good
  - Numbers need to come from Alex
- Volunteer Coordinator Report (5 minutes) - Annica
  - implemented Covid Active Volunteer system - brought back 23 volunteers, 6y have signed the new agreement.
  - they will be documenting their own hours
  - Creating a lot of living documents to help the coop function
  - Lots of social media "Buzz"
- Café Report (5 minutes)
  - getting into the togo case, staff is creating pars, and upping bakery output
  - Working on carryout menu, online ordering system
  - Started tracking waste and transfer - had not been done in a long way
  - Labor hours have increased but staff stays within those hours.
  - Will have prep shifts in Sept.
  - Coffee - water - the city said our water is fine. Mitch is worried that the city is just stating the party line - Vince, stated that if we are worried we should have our water tested. Mitch said that correct testing is expensive(must have 100
  - Food is Free - a program to set up a refrigerator outside - they pay for the fridge and the electricity and us and are responsible for all upkeep of the fridge and the produce donated. There is one at The Tandem if you want to see one in action
  -
- Finance Committee Report (5 minutes)
  - Sales have gone down since May. Unsure why.
  - Got a PPE grant
  - Losses are at this point covered
  - Vince thinks we need to have more open hours to increase sales
  - The PPP loan will be able to transferred into a grant - finance can have a better report on that next month.
  - 
  - Debbie - asked about how we are tracking the payroll to be divvied up between cafe and store. Wendy mentioned we need better access to QB for that and other reports- debbie spoke to the checks and balances of the limited access the board has, and that is a

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 08.24.20 5:00pm – VIA Zoom

bigger discussion . Ended with the need to get a staff member that is onsite to have access.

- Karen asked what ad quotes are - Annica said that just doing the research on what ads at various spaces cost
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- Other Reports (10 minutes)
  - Human Resources
    - Rachel is doing a great job
  - Communications
    - next meeting sept 1st
    - daily social media
    - looking at marketing plan and
    - GMM
  - Membership - Karen
    - Katie is reaching out to the people who have expired. People's discounts are now going away.
    - should still send out an email about the GMM and people who have expired to invite
  - Sustainability - they are testing out a hydroponic system at home
  - Volunteer Liaisons
- Break (end by 6:00!!!)
- Schedule September Board Meeting (5 minutes) September 28th at 5pm
  -
- Follow Up on Requests from WC for Board Help (10 minutes)
  - Customer Survey (CommComm)
    - moving ahead
  - Community Contacts List (Wendy)
    - will work on it this week
  - Social Media (Mitch, Karen, CommComm)
    - send Katie M to Annica
  - Produce Labels (Debbie)
    - Working on it
  - Monday/Thursday In-Store Help (Wendy)
    - will work on it this week
  - Update Website (Jeannie, Vince)
    - Jeannie has been working with Annica and helping with volunteer stuff and have a scheduled meeting to do a website audit.
    - Vince is willing to help - has been communicating with Jeannie who has taken the lead
  - Ubuntu (Wendy, Debbie)
    - will work on it this week
- 2020 GMM Planning (20 minutes)
  - Sunday October 4th 3- 5:30pm
  - want to announce asap - but have to be by sept 20th
  - up to 100 people
  - Ask people to pre-register - by rsvping to a certain email
  - will then email out the link and password to those registered and invite them to a “trail run”
  - Will use chat feature to get on stack or chat to all participants - no private messaging

- NEEDS
  - **host /plan content for fun trial run**

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- Main Facilitator - Kelly? seeing if she still wants too
  - Screen Sharer - share everyone's powerpoints - Annica
  - Time Keeper - Morgan
  - Facilitators for breakout group - Karen and Vince
  - note takers for breakout group - Morgan
  - Opening Sequence - 30 min for tech issues - but maybe have some “fun” time - can a WC give a tour of the coop? or music?
  - Slideshow of pictures with music for break -Wendy
  - possibly a post meeting after party - Morgan
  - Brief survey after to be added to follow up email -Wendy
  - Covid 2020 report - Collin??
  - Karen is taking lead on expanding the breakout questions
- Kitchen Lead Position (led by Morgan) (15 minutes)
    - Morgan needs help in the kitchen, Shannon has approached her to be kitchen lead and she would like that support, there would be a raise
    - Wendy asked to see job description
    - Debbie asked if there was anyone else interested - Gretchen had held that role ○ Wendy asked how the hours work out - is there a need to hire more kitchen staff - Morgan is having an ongoing discussion with the staff.
    - board is in support.
  - Updated / New Committees (led by Annica) (10 minutes) - Tabled to next month
    - Building & Maintenance Committee
    - Education Committee
  - Follow Up on Retreat Action Items (tabled for ???)
  - Board Rules / Goal Setting (tabled for ???)

Next meeting: TBD

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