

Minutes 10.26.2020

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

Others in Attendance: Sara, Rachel, Shannon

Note Taker: Wendy

Facilitator: Alex

Time Keeper :Rhiannon

Minutes

- Check Ins + Pronouns + Firestarter (5 minutes)
- Review Facilitation Style + Hand Signals + Zoom Specific Info (5 minutes)
- Improve Communications with WC and Board (15 minutes)
 - Morgan- requesting one person acted like the voice of the board and gave the decision.
 - Wendy asked if their was a specific incident
 - Rachel - the raise request process - ie their was not an initial response stating we receive the request
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 - Debbie- an example is Morgan's request to have board input into the reopening process document.
 - Debbie - would like board members to be self accountable for feedback emails and for smaller decisions but that larger would be made clear with one voice
 - Wendy- Can we be clear when a discussion is vs one voice decision?
 - Karen - likes reply alls so we know what the answers and discussion. Wants clear directions
 - Debbie - wants to see a reply to sender so email boxes are not full and would like to know if people are not responsive
 - Rachel- That it should be clear on what responses are requested
 - Best practices for the board
 - Emails at least once a week
 - reply back that you saw and agree if you don't have anything to add
 - Send out a reminder email
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 - Wendy -thinks that it is dependent on discussion
 - Debbie - If an urgent matter - put a deadline and honor that deadline.
 - Karen- said there could be times we need to call people, if it is serious - we should call or text people to let them know
 - Note: we will likely discuss further at the retreat. Looking for brainstorming, ideas, opinions, recent examples...
 - Proper channels for communication
 - Including respond all, respond to sender, or board discussion (“one voice”)
 - Response times and follow up for urgent matters
 - Response to receipt
 - Accountability. Who to go to if response is not met in a timely manner
- All Reports (10 minutes) ***Note: we will not spend much time on reports this month. No summaries, only questions and updates since the reports were written***
 - Store- Hired 2 people to fill Mitch's hours - they start on Thursday
 - Rhiannon asked to make sure that this is on top of the three other new temp positions

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 10.26.20 5:00pm – VIA Zoom

- Café - looking at a pre-ordering process for brunch, to help cut back on labor and hopefully will cut back on waste. Catering and pies and roasts for the Holidays.
- Volunteer Coordinator -
- Finance Committee- Wendy gave a quick update from the the finance meeting on Sunday and will send out notes
- Human Resources - Has a new volunteer that will be helping with alternative health benefits
 - please text Rachel if you have an urgent need - otherwise give her at least 24 hours to reply
- Communications
 - Jeannie- Annica created an audit of what needs to be updated for the website and she can not take all of them up - has been updating as needed to keep up to date.
 - Morgan - Liz said that she would love to take on the advertising going fwd and Morgan is sending her things about a month in advance and Liz delegates to com com and has been sending back great ideas
- Membership - See report to get details
- Sustainability - See report
- Volunteer Liaisons - N/A
- Steps Towards “Normalizing” Store & Café (5 minutes)
 - See Morgans spreadsheet
 - Don't intend to go backwards
 - Karen - clarifying questions - that opening that one more day a week could affect immunosuppressed workers. Trying to understand
 - Morgan answered that mostly lower levels of spreading to open another day.
 - Wendy - asked about when we would want to bring volunteers back
 - Morgan - not in the cafe until things are better
 - Sara - would want lower levels
 - Vince- Milwaukee is better than Wisconsin
 - Wendy- wanted to clarify that it would be a slope phase and not that different from new staff
 - Debbie - wanted to clarify that it is not just the labor savings, and that having volunteers keeps us more involved in the community by having the community involved with us.
 - Jeannie - if volunteers could regularly help the store while not being open - like if it was the same volunteers, not back to normal.
- Procedure for COVID Closure and Resulting Pay to Employees (15 minutes)
 - Need to have a process.
 - What is legal - If someone tests positive we have to keep paying them. Other staff is eligible if they have been in contact with them. If they qualify then we pay and we get reimbursed. There has to be a proven case for it to qualify. Does not include self-imposed quarantine.
 - Vince said some employers are making staff say that they are not allowed certain behaviors. He checked into the reimbursement and it expires after Dec 31st.
 - Rachel - if they are not in contact with staff then quarantine is not covered
 - Morgan - brought up the example of someone going to marches
 - Rhiannon- marches have not shown to be hotspots
 - Wendy- Can we legally establish guidelines?
 - Rachel - is looking into what is legal and wants us to be safe yet trusting.
 - Debbie - clear that as far as pay goes -
 - What are the steps if/when we need to close again?
 - If it is in the WC decision then what are the guidelines?
 - What board input is needed?
 - During quarantine - if there is at home work do we expect them to continue and at what level?
 - Wendy - if asymptomatic then I would expect admin work to continue. But if they have symptoms and are positive then it is their judgement.
 - Karen asked about how that judgement

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- Rachel - when do we send people home? Should we be taking temps?
 - Debbie agrees and some people think temps are going to be required soon
 - Sara - thinks it will be WC decision
 - Wendy would like the board to give feedback
 - Rachel will let us know about legal issues
 - Sara/Morgan will have a procedure for us within the next two weeks?
 - o Testing - Wendy wanted to check in about ease of getting tests - does rapid testing ever need to be secured?
 - Karen - when are people getting tested- A- Once a month. Are people waiting to be tested until a positive comes in?
 - Rhiannon - All staff was expected to get tested to get right away- and they went as soon as they could. It was stated in the emails that everyone should be tested.
 - Vince- should know what your close contacts are - risk balancing.
 - o Pay?
- Break (end by 6:10!!!)

Still in Attendance : Debbie, Wendy, Karen, Alex, Rhiannon, Vince

- Schedule November Board Meeting (5 minutes)
 - o November 16th 5-7 pm
 - o December 14th 5-7 pm
- Follow Up on Requests from WC for Board Help (5 minutes)
 - o **Community Contacts List (Wendy)**- Wendy has it on her todo list
 - o Produce Labels (Debbie) (**DONE!**)
 - o Update Website (Jeannie, Vince) **Note: need to have all board meeting records for 2020 added to the website! Wendy needs to get these to Jeannie.**
 - **Vince can help if Jeannie needs**
 - **Karen needed Jeannie to - update about the store closed - we need to make sure someone can do instant emergency info**
 - **We need list of what Jeannie can do**
 - o **Ubuntu (Wendy, Debbie)**- meeting scheduled soon -Wendy
- Message to Membership About Financial State of Co-Op and Need for Support (10 minutes)
 - o Debbie- Has been brought up many different times and wants to make sure we state it right.
 - o Rhiannon- said there was a general comment by Gibson on fb somewhere stating that we will close in a year if things don't change - this was not approved by anyone.
 - We need to make it clear that we need help but that it is a cohesive voice.
 - o Wendy - I think honesty is always good - but with a board voice
 - Outline for info
 - It is known we lost money for multiple years
 - We have hazard pay
 - REFRESH
 - We need people to do XYZ
 - o Debbie - wants to make sure we don't scare people, or pity post, that we are clear and concise
 - o **Debbie - will make a draft, and we should all give feedback**
 - o Vince - It is dire, we have lost a lot of money, and we might need to make hard choices to stay open. Depending on administration we don't know if there will be more Govt. funds.

LAST THREE ITEMS

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Retreat/GMM - Debbie Scheduling planning meetings

- GMM- Rhiannon and Wendy
- Retreat- Vince/Wendy/Karen
- Liz will also be involved in GMM

Karen stated that comcom could provide help with GMM

- Board Officer Roles & Call for Candidates (10 minutes)
 - Board roles for President, Vice President, Secretary, Treasurer
 - Karen mentioned that the roles are big - can we spread out some of the duties?
 - Debbie is willing to hold on to the President - but she will be up in April just to let us know
 - Wendy self nominated for Treasurer
 - Rhiannon self nominated for Secretary
 - Vince self nominated for VP
 - President - Debbie 5 “yes”s - 0 “no”s - Debbie abstained
 - VP - Vince - unanimous
 - Secretary - Rhinannon - unanimous
 - Treasurer - Wendy - unanimous
 - Call for new board members
 - Let candidates know that we are restructuring and extra time commitment is needed
 - **Debbie will talk to Liz that this goes out**
 - Series of FB posts?
 - Have in the Statement to Membership
 - 30 day update on vacancies - **can someone other than Debbie take this on?**
 - Vince is worried that it will be even harder for new board members during a harder time. What are our ideas?
 - Debbie- agrees it will be hard, wishes that we had a lot of people coming out to help
 - Doesn't think we will get tons of applicants
 - Debbie will start a thread with Wendy and Liz about engaging membership
 - Karen - who has passion and more time right now, Can we all think of one person?
- Board Retreat Planning (10 minutes) - tabled
 - Schedule a date – late November or early December
 - 3-4 hours in one evening (via Zoom?)
 - Board members only?
 - Topics for retreat
 - Budget planning and approval
 - Board roles, responsibilities, and communication
 - Additional topic?
 - Team building activity
- 2020 GMM Planning (10 minutes)- tabled
 - Need to push 2019 Annual Report on social media, in emails, and in store
 - Who can take action items? Do we need a committee?
 - What is the ideal timeframe?

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- What format?
 - Pre-record a mini GMM???
 - Get questions from membership and just write up responses???
 - Roll into next year, but as separately-reported years?
- Board Rules / Goal Setting (tabled for retreat)
- Follow Up on Retreat Action Items (tabled for???)

NEXT BOARD MEETINGS

- November 16th
- December 14th

Next meeting: **TBD**

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