

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

Others in Attendance: Annica

Note Taker: Wendy

Facilitator: Collin

Time Keeper: Alex

Minutes

- 6:41 Start of meeting
- Check Ins + Pronouns + Firestarter (5 minutes)
What's your favorite costume? Alex doesn't like costumes -does not like fun.
- Review Facilitation Style + Hand Signals (5 minutes)6:48

- Reese Resignation (10 minutes)

Belle resigned from the board tonight via email.

2 new board members needed

We need to let the membership know asap that they have resigned.

Who is stepping up to do this?

Reese was the secretary- we need people to step into this

Main role is minute/note taking.

We need to appoint someone in the interim.

Wendy says she would step in for the short term as a Secretary

Consensus - Wendy is in temp as Secretary

Annica will send something out to the volunteers.

It is for two board positions, until the next General Membership meeting.

- Fill Board position – need to post on website & in store
- Secretary role
- Marketing plan - not supposed to be here

Communications committee needs a new chair

Does not need to be a board member

Meetings every other wednesday - the next one is on the 6th

Karen let us know that someone is taken notes at the meeting so the role responsibilities can be shared.

Debbie asked what by-laws state

Wendy stated that she believes the only one that has to be chaired is the finance by the treasurer.

Debbie can step in if no one on the committee is willing.

Wendy asked for clarification on who is letting the members know

In the next newsletter and volunteer newsletter

Reaching out to Communications to create what to post in the store and on facebook -**Debbie**

Who has access to Website other than Reese - Wendy said she would take access and that Teh Board president should have it too - **Debbie** said she would get this info from Reese

Vince noted that this info needs to be documented. -**Wendy and Debbie took this on**

Vince wants to put it in next months currents

Debbie said we should be looking inside the membership.

Short discussion on vinces idea and that we need to make sure we don't rush into appointing a new board member

Do you have any questions on the minutes or wish to attend a future meeting? Please contact board@riverwestcoop.org for more information.

Wendy asked if we still use mailchimp - OK

- Update from Columinate (10 minutes)
 - Main people involved in those meetings not present(xxx and xxx)
 - Alex said that we got a summary from Columinate with a sample marketing plan from a co-op she had worked with and the WC is already moving on some items.
 - Also a sample promotions calendar
 - Sharing that with the Board - **Alex will do**
 - Karen asked if that would be good for the retreat to talk about and debbie mentioned
 - Wendy asked if there is a deadline to solidify the marketing plan - Alex said they are kinda vaugish.
 - The WC received it about a week ago - needs to get sent out - Wc only got to talk about it at their last meeting, and will be discussing it at the next meeting.
 - **Request that the minutes and document come out as soon as possible.**
 - Debbie asked that information get out in timely matter so that everything can keep moving.
 - Next Columinate meeting on Nov 1st

- WC / Committee Updates (30 minutes) (potential order below) (discuss report templates)7:17
 - Debbie stated we will shorten this as not everyone is here - 20 min

Report templates - everyone that needs to let Debbie know how you think

- Café - Mark is not working anymore- will need to hire, but looking at lower staff for winter.
 - Will not be closing early
 - Retraining date- Nov 18th Cafe will be closed all day
 - New menu will be talked at that date
 - prices will be raised also
 - Abby is still going through reviews
 - Karen asked how morale is - Rhiannon stated stress is high but the volunteers are wonderful and that morale is goog
 - Wendy asked about the details of Nov 18th - maybe coffee - but no food
- Store
 - Debbie read from Report from Sara - Sales from last month a total is down 13,000
 - **Will attach to Minutes - Wendy**
 - Wendy asked a clarification about what the 13,000 was down from - and it is from the previous month
 - Debbie will revamp template
 - Alex has worked for a week and half
 - Vince pointed out that we have more volunteers and memberships and thanked Annica for her role and asked if she like her job - YES
 - Her next goal is to make more volunteers more comfortable in recruiting members
 - Debbie asked Alex about new jobs rolling into the Night manager role - ALEX said that nothing is concrete right now - but some of Paulas and Saras.
 - Wendy asked to clarify that it is for a new night manager job description moving forward
- Volunteer Coordinator
 - Things are good, new volunteers every week, store coverage is good and she will start recruiting more for the cafe.
 - has volunteer "signing in " now
 - Twin Pins - has only 4 teams - recruiting 2 more hopefully through the birthday party.
 - Template reflections- MAded sense to Annica, she liked calculating things
- Volunteer Liaisons
 - Only Debbie and Wendy- we need to create a report too and be actual value to board more than our labor hours and hopefully we will have two more soon
- Finance Committee

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 10.29.19 6:30pm

- o Cafe lost 3,000 Store made 4,000 - in the black for the month
- o Issues with labor cost continue to hurt us, with Abbies injuries
- o Had some overtime due to staff issues - but should be cleared up now
- o Rhiannon asked what the goals for growth is
 - Collin says look at recent years and acknowledged that some things have been getting better since ABby and that the plan will/should have goals and we need revisit if goals are not met.
 - Has seen improvements in sales in cafe and cafe management.
 - Vince said the target should be that we break even this year - 3,000 is big lose
 - asked about how the closing decision was made - and rhiannon said they looked at the numbers - Vince wants to see the numbers for that choice
 - Collin will ask for those numbers to be sent to the board - should be in the report that we are still do.
 - Alex said they just looked at sales and it said the last two hours had the highest sales other than lunch.
- o Karen said that we need to make sure we increase the prices.
 - Annica said there is info to back that up that her dad consulted with ANnica and info was sent to Abby.
 - Alex stated that menu change and price change will happen simultaneously
 -
- o Human Resources
 - o Rachel sent report - **Will attach to minutes**. She asked for more of a broad template in order not to spend tons of time on it.
- o Communications
 - o What is reasonable to ask of the new chair
 - o An email went out as a summary - not a full report - **ATTACH TO THE MINUTES**
 - o Karen reported that there is a restructuring of the newsletter
 - o Mailchimp is a project that has not been followed through on as a project
- o Membership
 - o Annica has brought in a lot of memberships
 - o surpassed previous best month of the year in dollar amount by 300\$
 - o current membership base should be on the template
 - o The number was not able to be pulled
- o Sustainability
 - o Jason Clarke sent a lengthy report
- Food Break (end by 7:45!!!)
- Incoming Communication with “board@....” Email Address (5 minutes)8pm
 - o emails have been coming to board@ and how do we answer them and debbie thinks it should be the president
 - o And if someone wants to take on a specific reply notify Debbie before doing so- so more than one person.
 - o Not all board members receive it - needs to be fixed.
 - o This should be figured out - **Wendy/Debbie**
 - o No objections to Debbie to respond, should be from Debbie as speaking for the board
- Schedule December Board Meeting (5 minutes)
 - o November one is scheduled during the retreat (nov16-17th)
 - o December discussion
 - o Tuesday December 17th
 - Rhinanon noted she will probably be unable to attend

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 10.29.19 6:30pm

- 2019 Board Retreat (30 minutes)8:08
 - Debbie is losing track of all the different conversations - agenda needs to be created in the next week - it has been hard to get all feedback. But we will get through this quickly
 - Location
 - Cream City Hostel
 - The Vibe has offered a space that would fit 20 some people - at the cost we would donate to Riverworks
 - Debbie has access so all the time we need.
 - UEC - should we look into it? Wendy stated that it would be more expensive.
 - Consensus on The Vibe
 - Timing (& WC availability)
 -
 - Board, WC, & Staff Gathering Saturday or Sunday?
 - WC would like to be Saturday before noon.
 - In the future we should make sure that WC expectations are spelled out earlier
 - We need to make sure that any food that we are asking for from Cafe for food.
 - Dinner out on Saturday is what we did at Wellspring.
 - Debbie is looking into it
 - Saturday 9-6 and Sunday 10am- 2pm
 -
 - Rachel offered to take minutes at the same rate as past years minute takers
 - outside HR hours
 - but clocked on same check
 - WE agreed to let her do so - would like to see past years amounts as we pay her too.
 - Topics
 - Team building
 - Not just a report of culminate but a larger discussion about how the Board is involved in the tasks and planning going forward
 - need info before hand
 - Marketing and Branding
 - Brief Finance training
 - Budget(approve)
 - Side discussion is that the bylaws state that the projected before January
 - Budget will be presented and then approved at Dec? and then tweaked after 2019 numbers are in
 - Recap of Small and Strong conference
 - Philosophical discussion about how we lead the coop to meet the mission going forward into our future.
 - Maintaining Sustainable job creation as a Cooperatively owned business
 - Worker Collective 9-12 Saturday
 - **Debbie will work on the Agenda** - get last ideas to Debbie ASAP.

Future Social Gatherings Tangent

Goal is to have some one-ish in 2020

Cafe staff will not feel bad about not being able to be at a social gathering

Debbie would like suggestions of things that are donated like - Adventure Rock

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 10.29.19 6:30pm

Meeting adjourned 8:40

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