

Board Members in Attendance: Wendy M, Karen R, Vince B, Debbie P, Alex H
Others in Attendance: Sara S, Blue P, Shannon G, Nick B, Rachel M
Note Taker: Wendy
Facilitator: Karen/Debbie
Time Keeper: Rachel/Alex

Minutes

- Settle In + Check Ins + Pronouns + Firestarter (15 minutes)
- Review Facilitation Style + Hand Signals + Zoom Specific Info (5 minutes)
- All Reports (20 minutes)
 - o Store -
 - o Sara's first day back after medical leave of a week.
 - o Decided that the store will stay open till 8pm when carryout in the cafe starts.
 - o Teens Grows Greens is May's round up
 - o Been getting busier, March numbers are \$9,000 over February
 - o Café
 - o This is Shannon's first time creating the report.
 - o Bakery has been amazing, sales are high - Katie and Kale have been focusing on it, but Kale is leaving.
 - o Finished job description for the Cafe Kitchen Coordinator position.
 - o Question- Vince asked how the cafe is going to open for carry out - and suggested that we build a window and a terminal in the window rather than coming into the building. Vince Recognizes that there would need to be a plan and would be willing to investigate how to do this.
 - o Shannon says yes that has been thought about and they will be encouraging phone orders but will take orders in person.
 - o Blue asked about UberEats / DoorDash - Shannon explained that the cost at this point is not worth it.
 - o Karen asked about the latest plan, wondering if the rest of the board is at - Shannon said she shared the timeline with everyone.
 - o Alex wants people to be able to come in and order so they wander the store and purchase too
 - o Nick's idea for streamlining is using cash drop biz links - to order and pay on phone, and sends the order.
 - Debbie said that they talked about how it didnt work the first time, but maybe we should look at it.
 - Rachel remembers that it was more an issue of scheduling
 - Debbie says the customer side of it did not work well
 - o Wendy - asked how orders are being taken
 - Shannon- says that the store staff will be taking orders
 - Debbie said that could be a volunteer position - Shannon agrees
 - o Karen asked and Shannon confirmed that the file for reopening was updated but the whole board has access. "Reopening timeline"
 - o Wendy offered to help organize volunteers to take orders for the cafe. Sara will connect Wendy with the info and Wendy will talk to Annica about ideas for who would be good for this.

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

- o Finance Committee
 - o Profit of \$4,000; café lost \$1,100 and store made up the difference
 - o Utilities and telephone are off, and CommComm is under budget; otherwise we would probably have broken even
 - o More accurate number will come from Shelly
 - o COGs versus sales is in line with where we want to be
 - o We received \$83,000 in the second round of PPP grant!
 - o Vince is happy!
- o Human Resources
 - o Busy with restructuring
 - o Reviews will be coming up this summer
 - o HR typically hasn't helped with staff just management reviews
 - o Rachel will be giving notice at some point and hopes to be out of this position by fall.
- o Communications
 - o There is a lot to do with advertising with the cafe for opening
 - o Missed a few meetings due to Liz being busy
 - o Need some more members on the committee to help with Social Media and the newsletter.
 - o Wendy asked about the spending money on digital advertising
 - o Karen said they have not had the labor power - and that a conversation with Liz should happen on how that goes forward
 - o Debbie shouted out to Liz and Karen and Bells for organizing the Earth Day event - and people didn't realize that you could pre-order food. There was a hesitancy to boost posts
 - Karen responded that there is not a boosting account.
 - o **Questions for Liz**
 - How far in advance does the communications committee need to be able to create content and advertise things.
 - Liz's response (after the meeting): The real answer to the question about lead time is that it varies depending on what the event is. But the timeline to think about is: are we posting a Facebook event that requires RSVPs? If so, then we need to make sure that the Facebook event is posted with enough time for folks to RSVP, which is around a month generally, and that means the Comm Comm needs time before the event is posted to create graphics and a plan for promoting the event once it's published, which would ideally be 2 weeks. That means events need about 6 weeks lead time (though again this can vary if the event needs more or less time for RSVPs, or if we're not going to post to Facebook).
 - What needs to happen in order to boost posts?
 - Liz's response (after the meeting): For boosting Facebook/Instagram posts, all you need to do is ask. Boosted posts perform better if they're allowed to run for 5 days, so "temporary" posts i.e. what's available in grab-n-go that day, one day discounts, etc. don't really work as boosted posts. Events are great, or long-tail promotions like Local Friday vendors
- o Membership
 - o Double the memberships in March than the previous month, as February was really slow,
 - o Katie hopes to do the membership drive starting May 1st
 - o Sponsored Memberships will be rolled out this week
 - o **Katie**- Full board wants to know the plan for the membership drive
 - o Has Katie been in contact with Liz and the communications committee. Graphics?
 - Debbie says that Membership has graphics under control

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

- o Sustainability
 - o Needs more people on the committee
 - o Still figuring out how to do the Hydroponics - goal is to sell homegrown leafy greens and herbs.
 - o Compost buckets- turned into DIY compost buckets to distribute or sell.
 - o 2 more cleanup events going on this year - July 17th, and one in September
 - o Events- music/ wants them to sell things to sell at
 - o Debbie suggested more organization and pre-planning for future events. Also, it would be good to get board and staff input, especially if we are including other outside vendors to be involved
- o Volunteer Liaisons -N/A
- Next Steps For Restructuring (15 minutes)
 - o Update on timelines, committees, and next steps
 - Compensation Ad Hoc Committee update
 - ❖ Wendy and Rachel met once and the committee will meet on Wednesday. Will be looking at different rates of pay to stay in budget or what the sales goals will have to be
 - ❖ Rachel will be moving back to a supporting role so anyone can please jump into doing more.
 - Café Kitchen Coordinator Hiring Committee
 - ❖ Committee is formed and the timeline is to have the hire start by May 21st. Applications in until May 3rd
 - ❖ There are 3 board members that can help
 - Future Expectations of the Workers Collective
 - ❖ Debbie asked that this was talked about at WC meeting, the minutes reflected that the conversation just started
 - ❖ Goal is to determine how the WC is structured- who is on it, paid meetings, full member
 - ❖ Ousia says that there was a good conversation at the last meeting, and hopes that it is followed up at the next meeting.
 - Future of volunteerism
 - ❖ Nothing has been scheduled yet.
 - ❖ Please fill out the document on thoughts and suggestions.
 - ❖ Need to schedule a meeting- Ousia? Wendy? Who would like to support this discussion
 - How to address membership about upcoming changes
 - ❖ Think piece
 - ❖ A few board members should start a conversation with communications.
 - ❖ Wendy will start a conversation with Liz
 - o Add your ideas and thoughts to the Google Spreadsheet about volunteers!
 - https://docs.google.com/spreadsheets/d/1g64lXIQHxH_Sq8xiSWtMWH4_RrUbtI5EF0H79d61ttM/edit?usp=sharing
- Schedule May Board Meeting (5 minutes)
 - o **Monday May 24th 7pm - 9pm**
- Break (10 minutes) (end at 8:10??)
- Follow Up on Action Items (5 minutes)
 - o Community Contacts List (Wendy, Debbie)
 - Hasn't gotten any further done

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

- **Debbie is giving Wendy** one more week and then will take it off Wendy's plate - spearheading not all work
- o **Set Up Columinate Meeting Including Board Member(s) (Alex)**
 - Hasn't done yet - has talked to them
 - Will start an email thread about what we want to get out of it and then schedule
- o **Logging board member volunteer hours (ALL BOARD MEMBERS!)**
 - https://docs.google.com/spreadsheets/d/1g64lXlQHxH_Sq8xiSWtMWH4_RrUbt15EF0H79d61ttM/edit?usp=sharing
 - LOG HOURS
 - Committee meetings should be logged - all members not just board
- o Help with content for social media posts if possible; like/comment/share! (ALL BOARD!)
 - Email Karen, shell bells and Liz directly if it is timely
 - If ongoing or long term email comcom.rwcoop@gmail.com
- o Sign the Code of Conduct & Ethics forms & return to the Co-Op (ALL BOARD!)
 - Only Debbie and Vince
 - Debbie will email everyone
 - Print, sign and hand in, or scan to Debbie and she will print and take to the Co-Op
 - Wendy will print some copies and put them in the office.
- o Monthly Equity Education (Wendy was assigned for April)
 - She dropped the ball.
 - **Wendy - Will take it on for May - apologizes**
- Follow Up on Retreat Garden Plot Items (10 minutes)
 - o <https://docs.google.com/spreadsheets/d/17jvledQZ3msSGBDHbX5YIKkGlijKMFm3vJI64dv8zY8/edit?usp=sharing>
 - o Not many ideas have been worked on
 - o **Debbie is going to work on making this more organized.**
 - o **Wendy will nudge people to look when sending out minutes**
- Ubuntu / Equity & Inclusivity Work (15 minutes)
 - o Need approval for Fiscal Sponsorship and seeking funding
 - o Quote was sent out a few months back (25K)
 - o Wendy was supposed to have a more formal pitch to us and to other people that we are asking about funding.
 - o Without a formal proposal to the board, we need approval to try to get fiscal sponsorship from a nonprofit - all and any grant money would go through this and any larger donor could give a nontaxable donation.
 - o Debbie met with RCA and they have \$5,000 in a bank account and one suggestion they came to us with is to give that to the sponsored membership - but Debbie thought that we are not quite ready to take that large some of money for that program and brought up funding Ubuntu and wants a better formal proposal to be able to give to this.
 - o We need to do that and are not assured the money, but are the front runner - need to work on pitch to show them we are ready. They want to see a proposal, fiscal sponsorship setup, and where are other funds coming from.
 - o Vince thinks we should accept that for the purpose for the sponsorship fund
 - o As they want a tax deduction we need to figure out if they can give to the sponsored membership
 - o Wendy said that she thinks that the money should be used for Ubuntu as we need the seed money to get the fundraising going and that it is a lot of money to a sponsorship program that hasn't even started fully yet
 - o Karen thinks it is a lot for the sponsorship program, maybe split it?
 - o Nick asked details about the training as that is a high amount -
 - Wendy and Debbie went over the proposal from them
 - Debbie resent out the proposal and the phases
 - o The goal is to start with this proposal - what we can handle paying, what we need to raise and negotiate with Ubuntu. Riverworks is able to be our fiscal sponsor, for a small fee as it won't be a lot of checks in and only one or two out.

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 04.26.21 7:00pm – VIA Zoom

- If we don't raise the money , we can negotiate with Ubuntu, and that at that point decide to have more come out of us, or find a different organization
 - o Debbie and Wendy are asking for approval to have Riverworks be a fiscal sponsor and start a plan
 - o Vince does not agree, and will not approve this
 - o Wendy asked what he wants us to do and he answered to look at other, less expensive options.
 - o Nick is pro equity and diversity training, but thinks this price tag is high
 - o Debbie thinks that 25K is a high number but what people think is the maximum amount of money we should spend .
 - o Yes the sponsorship is one thing to get more diverse people in but that is only one reason why we don't have more diverse people in the organization.
 - o Karen is what concerns her is what this training is to people who are leaving - is this going to benefit the coop longer?
 - o Wendy spoke to her opinion that Ubuntu proposal will help us long term organizationally,
 - o Debbie wants us to figure out where we are moving forward on this.
 - o Karen - we should look for alternatives
 - o Debbie -the ask for input was out there since the formation of this ad hoc committee. Only Debbie and Wendy showed interest in coming up with a plan and proposal. ANYONE is welcome to send suggestions on organizations to look into
 - o Wendy asked what Vince thinks about how much money we should spend on this
 - o He said \$2,500 from the Co-Op and \$2,500 from members
 - o Debbie is going to send out a survey to board members and a proposal from the Ad hoc committee.
 - o Vince thinks we should ask the membership
 - Karen wonders if we need to do this.
 - o Debbie wants to reiterate that we have not negotiated the proposal - but that we would like to bring in more people and members
 - o **Debbie and Wendy will send a formal proposal to the board about getting a fiscal sponsorship and the fundraising that will need to happen.**
- Check in with Board Candidates & Discuss Current Board Positions (Pres, VP, Sec & Treas) (10 min)
 - o **We need to fill the secretary position**
 - o We can not have people doing the double positions
 - o Debbie would like to step down from the president, as she has been the president for 2 years and is past her initial term
 - o All positions need to be re-voted on soon
 - o Please think about where you have capacity.
 - o Karen/Vince/Debbie are past their terms
 - o Nick and aryn kresol have shown interest in being on the board.
 - Discuss (& Approve???) 2021 Budget (10 minutes)
 - o **We will approve changes via email. -Wendy**

Next meeting: Monday May 24th 7pm

Action Items

Everyone

- Log your volunteer hours - including all meetings

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

- https://docs.google.com/spreadsheets/d/1g64IXIQHxH_Sq8xiSWtMWH4_RrUbtI5EF0H79d61ttM/edit?usp=sharing
- Help with content for social media posts if possible; like/comment/share! (ALL BOARD!)
 - email karen, shell bell and Liz directly if it is timely
 - if ongoing or long term email comcom.rwcoop@gmail.com
- Sign Code of Conduct at Co-op
- Recruit board members
 - Think of what you can do
 - Need to fill
 - Secretary
 - President
- Look for and answer emails about
 - Budget edits - will need approvals
 - Proposal on Riverworks being fiscal sponsor for training fundraising and about Ubuntu Proposal

Vince

- Research and investigate how to build a sliding window in the garage window for cafe.

Wendy

- Organize volunteers to take orders for the cafe - meet with Ousia and Shannon and talk with Annica
- Meet with Ousia about scheduling Future of Volunteering meeting
- How to address the membership about upcoming changes
 - Will start conversation with liz
- Community Contacts list finished
- Monthly Equity education- for May and an extra for april
- With Debbie, create and send formal proposal re: ubuntu and having Riverworks be our fiscal sponsor for fundraising
- Send out email to get budget edits approved by board

Liz

- Questions for you
 - How far in advance does the communications committee need to be able to create content and advertise things.
 - What needs to happen in order to boost social media posts?

Katie

- Can we get the membership drive plan to full board?
- What support from board is needed?

Ousia

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 04.26.21 7:00pm – VIA Zoom

- Will help follow up on discussion about Future expectations of the Workers Collective at WC
- Meet with Wendy about organizing volunteers to take orders in cafe
- Meet with Wendy to organize meeting about future of volunteering

Debbie

- Hassle wendy about community contact list
- Reorganize Garden plot to be more organized and show work done on
- With Wendy, create and send formal proposal re: ubuntu and having Riverworks be our fiscal sponsor for fundraising

Alex

- Schedule meeting with Columinate

Karen

Jeannie

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