

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 07.26.21 6:00pm – IN PERSON

Board Members in Attendance: aryn, Karen, Nick, Debbie,
Others in Attendance: Shannon, Wess
Note Taker: Wess
Facilitator: Debbie
Time Keeper: Nick

ACTION ITEMS:

GMM conversation needs to be at the start of next board meeting.
Save passwords to all social media and store them for use in the co-op.
HR

Minutes

- Settle In + Check Ins + Pronouns + Firestarter (15 minutes)
- Review Facilitation Style + Hand Signals (5 minutes)
- Check In On Communication (5 minutes)
 - need a warning on long reads, Use of URGENT should be considered for certain things
- All Reports (15 minutes)
 - Store - Not present
 - Café – difficult to make monthly comparison due to may not being fully active in the kitchen. Baking is down slightly. Need to bring comcom into the cafe side of things. Cafe meeting first week of august discussing menu items, specials and hours of operation (AVOCADOS). Should know difference between grab and go and hot food numbers. Rethink the way we report on certain topics. Kitchen Coordinator position- Hazel has been hired.
 - Finance Committee – Reference report, There seems to be a large change in the value of inventory when compared with last inventory, this may be due to spreadsheet errors. Need report earlier.
 - Human Resources – Rachel will stay on for a few projects and reports but will be leaving soon. Have to get grocery coordinator position in newsletter. Need to hire new HR. Hiring committee will need to get filled by september. Position filled same time as grocery coordinators
 - Communications – liz resigned.
 - Membership – very good sign ups. 2 sponsorships fulfilled
 - Sustainability – non responsive. New volunteer coordinator needs to bring them back to operational status.
 - Volunteer Liaisons - N/A as of yet

All reports will be re reviewed by Wednesday night and updated in the future.

- Future of the Communications Committee (15 minutes)

Need to have more than one person in possession of the passwords. Most likely need to train one staff member to edit the website. Current staff is overwhelmed; there are many gaps in social coverage. Clarke street fest on august 21st. 800 dollars budgeted for year for events which is too low. Never done big ads and would like to reallocate that to social media and events. Should reach out to other community groups, food trucks and what not to get more connections. May do a story in On Milwaukee. Have a write up of what it would take to hire a part time social media correspondent,
- Follow Up For Restructuring (5 minutes)

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Grocery stock coordinator vs grocery sales coordinator- Co coordinators will have flexible schedules, how and who should coordinate them? Delineation of titles will be important for hiring but duties will shift naturally. Inventory vs merchandise.

- o Additional meeting on August 9th – Workers Collective Definition & Roles
- o Reminder: add your ideas and thoughts to the Google Spreadsheet about volunteers!
- o Additional agenda items for separate meetings
 - Future of volunteerism
 - Hiring coordinators
 - Compensation package (staff & management)
 - Adding additional services / hours
- Break (10 minutes) (end at 7:15?)
- Schedule August Board Meeting (5 minutes)
 - o **Thursday the 26th 6- 8**
- Equity & Inclusivity Brainstorming (15 minutes)
 - o In hiring process, assuming all else is equal, go with the BIPOC candidate. Need to bring up to people asking if they have thought about being a part of the coop, (staff). Need to have a way to put forward our minority vendors.
 - o Review articles that Wendy sent in May
 - o Assign someone to send article/video... for next month
 - o What can we start doing now to be more equitable and inclusive?
 - Hiring Process?
 - Products?
 - Signage?
 - Other Ideas?
- Vote In Board Positions (Pres, VP, Sec, Treas) (5 min)
 - o Note: Karen & Debbie were unanimously voted in as interim board members at the June board meeting. Wendy is staying treasurer Unanimously. Nick Unanimously is Secretary. We are out of procedure for having Debbie stay president, though not against by-laws
- Start to Plan GMM (10 minutes)
 - o Tentative date: Sunday, October 17 3pm, option of combining co-op birthday day and an in-person GMM. Early birthday? Need to announce 2 weeks in advance. Month and a half need to send out call for board nominations. Front end GMM at NEXT board meeting
 - o Location (if Polish Falcon isn't available) need to talk with Lynn. Riverworks for nonpublic option, Jazz gallery?
 - o Set Agenda
 - Just 1 hour?
 - Vote on Board Members
 - State of Co-Op

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- 30 Minutes to Ask Questions??
- o Do we offer food at all? Cookies? Initial thoughts for: cost, capacity. Sloppy jones???
- o Deadlines:
 - Need to create Annual Report in advance, and share!
 - Call for board nominations must be made 14 days prior to the deadline
 - The deadline for Board Nominations is 30 days prior to the GMM
 - Candidate bios must be posted at least 7 days in advance
 - ❖ So, the call for nominations must be 44 days before the meeting
 - Date, time & location must be posted at least 14 days in advance
- Follow Up on Action Items (10 minutes)
 - o Important things to plan soon!
 - Letter from Board to Membership (brainstorm bullet points to be included)
Debbie will take charge
 - ❖ Current state of affairs
 - ❖ How to support the Co-Op
 - ❖ Call for Board Candidates
 - Set Up Colminate Meeting Including Board Members
Keep on for next month and make sure to include new managers
 - ❖ What do we think would be the best use of our 3 or so hours???
 - Need a 2020 Annual Report created
 - Need to plan for the 2021 Board Retreat
 - Structure for volunteer liaisons
 - o Community Contacts List (Wendy, Debbie)
No progress.
 - o Logging board member volunteer hours (ALL BOARD!)
 - o Help with content for social media posts if possible; like/comment/share! (ALL BOARD!)
 - o Sign the Code of Conduct & Ethics forms & return to the Co-Op (ALL BOARD!)
 - o Retreat Garden Plot Items

Next meeting: Thursday 26th 6-8

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