

Action Items:

- Sample potential new products at next board meeting (Sara)
- HVAC for Cafe- need another quote and to act soon (Shannon)
- Review Job description and plan to recruit a new HR specialist (Board - at additional meeting)
- Post job descriptions for staff and board roles on BIPOC Vegans site (Nick)

Board Members in Attendance: Wendy, Debbie, Jeannie, Nick, aryn,

Others in Attendance: Katie, Scott, Wessley, Sara, Shannon.

Note Taker: Wessley

Facilitator: Debbie

Time Keeper: Scott

Minutes

- Settle In + Check Ins + Pronouns + Firestarter (15 minutes)
- Review Facilitation Style + Hand Signals (5 minutes)
- All Reports (15 minutes)
 - Store
 - Super busy
 - Definitely need volunteers
 - Have reached out and gotten a handful.
 - Changes in customer vs basket size, basket down customers up.
 - Basket size approaching 14, aka pre covid levels.
 - Café
 - **Wednesday** and **Saturday** are most busy, so it would be helpful to have volunteers taking orders.
 - Going to try to open up more hours now with **2 new staff**.
 - Cafe was only fully open for half of June- Numbers are mostly from before real opening with licensing, expect sales to go up.
 - Kitchen coordinator screenings are happening this week, and have about 10 responses.
 - 2 new hires Camille, part time 2-3 days, and Amanda, part time 2-3 days.
 - Perhaps we need to increase the budget for staff.
 - Have to weigh the demand for raising prices and service vs staff cost. Have a PRICE variety?
 - HVAC is out to quote, replacement of the whole system, 12k, capital investment. HIGH PRIORITY, HAVE TO MOVE ON IT ASAP. Will need multiple quotes at least.
 - Finance Committee
 - Profit / Loss for Month:
 - Cafe **(2,984.39)**
 - Store **6,567.17**
 - Total **3,582.78**
 - Year to Date: **(5334.27)**
 - Losing less money than expected, spent much less on advertising which has helped.
 - Can we hire someone to do advertising?
 - Have not heard back from the SBA, Small business administration. we should be able to get that 100k.

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 06.28.21 7:00pm – IN PERSON

- Finance committee is willing to spearhead getting said money.
- Would like a vote in a month on hiring someone to advertise
- Someone who can contact and get our info to local sites, develop a content/asset calendar for Liz to use.
- Would reach out at comcom meeting to hire someone.
- o Human Resources
 - o [Rachel is absent, skipped]
 - o Heed to hire new HR Specialist ASAP
- o Communications
 - o Have been asking for money and want to hire a social media expert.
 - o Katie may be a helpful “word smith” and work with Liz to get the word out about events and announcements.
- o Membership
 - o [no representative]
- o Sustainability
 - o [no report, do they need more support?]
- o Volunteer Liaisons
 - o N/A yet
- Internal Communications Best Practices (10 minutes)
 - o Should we use **Slack** (Organizational tool, Project management software)
 - Both an app and a desktop site?
 - If there aren't people on board it might be more of a hindrance than anything else.
 - Would have to be top down as a board
 - Could ask a member to help with training or ask around before adopting it.
 - Reminder, Slack is NOT free. There is a discord for the com com and sustainability committee.
 - o Expectations for response to emails
 - Need a system for subject headlines in the case of urgent response.
 - 3-5 days may be a typical response, phone call or text is an alternative.
 - File name, link system, and email standards in **post it** form on computer?
 - o Effective subject lines when response is needed
 - o How to best reach you if immediate response is needed
 - o Keeping threads focused and on-topic
 - Be mindful of starting a new thread and try to keep email clutter to a minimum.
 - o Burnout, it's a real thing! Respecting each other's time and capacity
- Follow Up For Restructuring (10 minutes)
 - o 1-2 separate meetings will take place in July to do this work
 - Additional meeting on July 12th
 - We need to talk about labor cost again, **please review the spreadsheet.**
 - Is this meeting optional?
 - Payroll should be decided this month but the decision on benefits do not need to get completed immediately.
 - Need to figure out the HR situation.
 - o We will touch base at the next board meeting with timelines and action items

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 06.28.21 7:00pm – IN PERSON

- o Reminder: add your ideas and thoughts to the Google Spreadsheet about volunteers!
- o Current agenda for separate meetings
 - Future of volunteerism
 - Hiring coordinators
 - ❖ NOTE: We need to hire HR ASAP!
 - Compensation package (staff & management)
 - Workers Collective definition and expectations
 - Adding additional services / hours
- o Manager compensation decision on the 1 th would need to be done by ALL board members.
- Schedule July Board Meeting (5 minutes)
 - o Move meeting time from 7 to 6, Monday July 26th
- Ubuntu / Equity & Inclusivity Work (15 minutes)
 - o We were going to have a special meeting, but decided not to
 - o Any outstanding questions or concerns besides finalizing the quote from Ubuntu?
 - o Formal approval for Fiscal Sponsorship and seeking funding?
 - o What can we start doing now to be more equitable and inclusive?
 - Hiring Process?
 - Milwaukee bipoc vegans permissions via Nick
 - Products?
 - Signage?
 - Other Ideas? - Music and food trucks?
 - At what point do we get membership and staff on board?
 - Have we thought about working WITH Riverworks at the same time and sharing Ubuntu's supervision?
 - Could be a potential but we would benefit more from having it be separate.
 - Ubuntu's assessment and approach is tailored to our organization specifically, and it would be less impactful to split this training with an organization or group that is structured differently from ours - at least in the first year
 - We should set an example with other coops and throughout the city.
 - Could ask for board members/committee members via Milwaukee bipoc vegans page.
 - Should have a supportive presence at juneteenth/black is beautiful.
 - Needs to be for the community NOT for the coop if we do so.
 - Set aside several minutes for equity work in future meetings.
- Current Board Positions (Pres, VP, Sec, Treas) (15 min)
 - o We need to fill the officer roles
 - o Karen & Debbie are past their terms (need to vote for interim)
 - Unanimous vote of approval.
 - Need a person per role, do not need someone to accomplish every duty of said role.
 - Treasurer, will remain under Wendy.
 - Secretary needs to make sure notes are taken and go out to everyone.
 - Pres needs to make an agenda for the meetings, kinda run HR for board.
 - VP needs to be a supporter of the president, delegate.
 - Cannot commit to changes in official roles with new board members at this time.
 - Term limits are technically until GMM, but we are under special circumstances.

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 06.28.21 7:00pm – IN PERSON

- Start conversation about board positions on July 10th . **(Debbie)**
- Need to follow bylaws, but for the time being we need to act informally due to lack of board members.
- Follow Up on Action Items (20 minutes)
 - o Important things to plan soon!
 - Letter from Board to Membership
 - ❖ Current state of affairs
 - ❖ How to support the Co-Op
 - ❖ Call for Board Candidates
 - ❖ Will there be a 2021 GMM???
 - o Debbie can send email to Katie to get info out. **(Debbie)**
 - Need a 2020 Annual Report create
 - Karen is floating to Glenda, and maybe to com com, if nothing else happens, put out a 2 paragraph report.
 - Need to know finances, need restructuring etc, 5 or so bullet points.
 - Need to plan for the 2021 GMM
 - Truncated meeting
 - Intro of board members
 - 30 minutes of asking about state of coop
 - Vote on board members. Need to do SOMETHING
 - End of September would be a good option.
 - Perhaps 1 hour total.
 - Need to be aware of timelines for setting it up in September.
 - Have to announce we are taking nominations beforehand. Debbie will make a timeline. **(Debbie)**
 - Need to plan for the 2021 Board Retreat
 - Not a top priority.
 - Structure for volunteer liaisons
 - No new Info as of yet.
 - o Rebecca's card signatures (Karen, Wendy, Alex? Anyone Else?)
 - o Monthly Equity Education (Wendy was assigned for June)
 - Wendy will resend before the July meeting. **(Wendy)**
 - o Community Contacts List (Wendy, Debbie)
 - Will follow back up later
 - o Set Up Columinate Meeting Including Board Member(s) (???)
 - A recourse that they have is going through mark rowing if we need an interim GM.
 - Still have a little over 3 hours of work from them.
 - Have to be proactive in posting positions. Have options.

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RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 06.28.21 7:00pm – IN PERSON

- 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: July 10th

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