

## RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 11.18.21 6:00pm – IN PERSON

Board Members in Attendance: aryn, Carolyn, Debbie, Karen, Wendy

Others in Attendance: Jen, Nick, Scott, Shannon

Note Taker: aryn

Facilitator: Debbie

Time Keeper: aryn

### Minutes

- Settle In + Check Ins + Pronouns + Firestarter (15 minutes)
- Review Facilitation Style + Hand Signals (5 minutes)
- Check In On Communication (5 minutes)
  - Has the board email been updated to include new members? Who has taken over responsibility for updating that?
  - There has been less email communication overall.
  - WC Meeting schedule, link, and minutes to be shared with board members also. Notetaker to be identified at the WC meeting and minutes distributed via email. (Jen, Nick)
  - Concern about *who* to add to emails. Share roster of staff (with titles) email addresses. (Coordinators)
- On-Going Equity & Inclusivity Work (20 minutes)
  - Check in on timeline for Ubuntu work
    - Need new Board approval for fiscal sponsorship and for Wendy & Debbie to move forward seeking funds?
    - Want to hold on making any decision until when Tyler can be present as he had questions on the work being done.
  - Racial Equity Implementation Guide (REIG) for Food Hubs
    - Discuss 3 questions from the section: Governance & Management (page 16)
      - ❖ Does your hub's mission and/or strategic plan include an explicit commitment to racial equity? If so, how does the hub hold itself accountable to this commitment? To whom does it hold itself accountable?
        - We do not have a racial equity statement or specific language on the website or included in the mission but it is the interpretation of the seven cooperative principles to be equitable.
        - How we hold ourselves accountable to this (interpretation) is what should be revisited. This topic comes up every year at the GMM of what the RWC is doing to move forward work of diversity/representation within its membership and on the board.
        - Has there been outreach as a board to committee and community groups that have greater representation as a method for expanding the reach? Such as Harambee neighborhood meetings.
      - ❖ What feedback loops can you develop with the communities of color you serve to ensure informed partnerships? How often do you survey and/or convene your stakeholders of color? How can you increase their voices in the hub's conversations?
        - Defining parameters for this work – existing or new partnerships?
        - Alternative ways of *welcoming/engaging* communicating *from* membership outside of the comment box and opening for discussion at the annual GMM.
        - Job training programs as potential opportunities for engaging young, diverse community-members with the co-op.
      - ❖ Does the hub's leadership team or governing body support building connections with social change efforts that are related to the hub's work in food and farm systems? Does the hub have a voice on matters related to improving the conditions of those who work within the food system as well as those who rely on it for their physical sustenance?
        - Acknowledging the work done in the WC on language around November/Native Heritage. Care around language in acknowledging the benefit of Thanksgiving sales.
        - Caution thrown to taking a stance for a particular cause without taking into consideration adjacent causes that may come to light as a result.
        - What social issues are "a no-brainer" that we as a co-op support. Identify these within a communication policy that also lays out how to engage in language

around letting that support be known.

- Round up program. Bring awareness to members and shoppers of what those causes are in support of.

- All Reports (25 minutes)

Include on future reports: coordinator hours percentages of on register, on floor, admin, etc. (Coordinators)

Propose a way to reframe the Board reports for more cohesion among committees. (aryn, Carolyn)

- Store See report.
  - Café See report.
  - Volunteer Coordinator No report distributed. Possibility to increase from part-time to full-time after the first of the new year. Make a proposal to WC to bring to the Board at the December Board Meeting. (Wendy)
  - Finance Committee See reports.
  - Communications See report. Coordinators to provide information on social media posts (performance). What are the parameters for this Committee? Who do they drive communication for? Co-op, Board, members, etc? Previously dictated by the capacity of those on the Committee, not predetermined. Retreat item or board agenda item for December? (Debbie)
  - Membership See report.
- Break (10 minutes) (end at 7:20?)
  - Schedule December Board Meeting (5 minutes)
  - Follow Up For Restructuring (10 minutes)

- HR Specialist Position Needs to Be Posted!

- Need someone to head hiring committee (Shannon)
- Timeline? Was previously noted to fill before the end of the year. Establish a timeline and share with Board members + coordinators, ask for volunteers for the hiring committee.

- Administrative Coordinator Position Needs to Be Posted!

- Need someone to head hiring committee (Carolyn)
- Timeline? To post at the same time as the HR Specialist. Establish a timeline and share with Board members + coordinators, ask for volunteers for the hiring committee.

- Workers Collective Roles & Definitions (Coordinators)

- Check in with WC on where the conversation is at.
- What are the expectations of those attending the meetings? Of coordinators, staff, volunteers? Who's required versus encouraged to attend? If there are expectations of staff to attend, that needs to be specified. Volunteers are welcome at WC meetings but are not voting members?
- Board requests WC has roles and definitions by December 13 for Board discussion at the next Board meeting on December 20. (FYI Debbie)

- Wage Structure. Needs to be revisited once WC roles & definitions conversation has moved forward.

- Everything Board (15 minutes)

aryn will be relocating to Madison as of January 2022; as such, she is resigning from the Board effective December 21, 2021, following the December Board meeting.

- Check in with new members

- Need plan for on-boarding / training / gathering (Wendy) volunteers to lead an onboarding session via Zoom with Carolyn and Tyler. Other board members to attend if available.
- Do you have questions on the materials? (limited time to answer questions)

- Divvy up board terms

- Spring 2022 Wendy, Tyler (as per email sent after the meeting)
- Spring 2023
- Spring 2024 Carolyn, Debbie, Karen

- o Vote on new board positions
  - President Present board members voted in favor of Debbie as Board President.
  - Vice President Present board members voted in favor of Karen as Board Vice President.
  - Treasurer Present board members voted in favor of Wendy as Board Treasurer.
  - Secretary Present board members voted in favor of Carolyn as Board Secretary.
- o Need to recruit board members!!! Best practice for interested members to volunteer for two months on a committee and observe the board.
- Follow Up on Action Items (10 minutes)
  - o Important things to plan soon!
    - Communications Policy – including board approval for Co-Op taking stances on topics
      - ❖ Form ad hoc committee to begin in January
      - ❖ Add procedures for board approval, Identify current goals
      - ❖ Add action item to December board meeting (Debbie)
    - Board role in staff and coordinator on-boarding
      - ❖ Debbie is supposed to draft talking points including:
        - o State of the Co-Op
        - o Role of Board /Coordinators/Staff
        - o How to communicate with the board
      - ❖ All new staff meets with a board member within first 2-3 weeks
      - ❖ What is the process for assigning a board member to the new staff member
      - ❖ Training new coordinators right now – make sure there is support

*The above was not discussed due to time.*
    - Letter from board to current membership
      - ❖ Current state of affairs
      - ❖ How to support the Co-Op
      - ❖ Call for Board Candidates
      - ❖ Send out to membership the week of December 20 (direct email, Facebook, Currents, store, website)
      - ❖ Schedule 1:1 to draft initial copy + send to board members for review (Debbie, Karen)
    - Need to plan for the 2021 Board Retreat
      - ❖ Need Ad Hoc
      - ❖ Hold until full(er) board assembled
    - Set Up Columinate Meeting Including Board Members
      - ❖ What do we think would be the best use of our 3 or so hours???
    - Structure for volunteer liaisons
  - o Community Contacts List (Wendy, Debbie)
  - 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: Monday, December 20 6–8:00pm