

RIVERWEST COOPERATIVE BOARD OF DIRECTORS MEETING 09.30.21 6:00pm – IN PERSON

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

Others in Attendance: Wessley, Scott, Shannon, Nick, Jen

Note Taker: Wessley.

Facilitator: Debbie

Time Keeper: aryn

ACTION ITEMS: SELECT THREE QUESTIONS TO REVIEW FOR NEXT MONTHS MEETING.

Minutes

- Settle In + Check Ins + Pronouns + Firestarter (10 minutes)
- Review Facilitation Style + Hand Signals (5 minutes)
- Check In On Communication (5 minutes)
Communication is better than it has been. Read receipts
- Equity & Inclusivity Work (15 minutes)
 - Check in on timeline for Ubuntu work
 - Racial Equity Implementation Guide for Food Hubs
 - Read before the meeting: pages 3, 4, 7, 9, 10, 11
 - Chat briefly about thoughts on this structure and doing monthly discussion around each REIG principal
 - Any ideas on what we can start doing now to be more equitable and inclusive?
We need to connect with local distributors- local coops, Honey bee sage, Alice's garden and Sheman Phoenix. Nick and Jen are actively looking into making contacts with POC growers and distributors. Out reach can be at the W.C. level as well.
- All Reports (20 minutes)

Reference reports.

- Store
This is Jen's first meeting and they are learning the lay of the land as co-manager with Nick. Sara's departure will be before the end of October. Jen is grateful for the training from staff. Should communicate with other groceries (e.g. glass pantry) to effectively put out suggested item. Need to have a processes for requests to keep profits in mind. We should recommend customers SPECIAL ORDER if they are the only ones requesting. Nick is feeling positive about his transition into his role.
- Café
large focus of last month was on introducing hazel who has since departed. Much lower on hours actually worked due to staff issues. Lots of early closing, issues with deliveries and lack products eg veganaze.
Hazel started the first week of August which also saw Camille fall ill with possible covid so they were in quarantine. That same week Shannon was in quarantine until she got tested twice and Amanda also fell ill with non-covid symptoms. Clarke St. Day and Sidewalk sessions fell in the same week and it was a best week, sales-wise for the cafe in August. You see the last week was higher but that included a few days in September when we expanded service. It was a quiet month overall as people grew wary of the same hours and same menu, on top of school starting. September and October we have a lot planned so we hope to see those numbers go positive once again.

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Reaching out again to hire new kitchen coordinator, HR position requirements will become more relevant as hiring continues. Looking at one full time and one part time. Should talk to WC about setting realistic expectations for getting food out now that we are short staffed.

- o Volunteer Coordinator
 - Wendy has returned to the position of volunteer coordinator. Is currently focused on anniversary party. Will have a brain storming session on events soon. Need to discuss the Covid testing as a biweekly affair. May purchase bulk tests. Processes of returning volunteers has started, already half a dozen responses. Need to bring volunteers back in slow for accurate retraining. May make create small groups of TEAMS, Thursday unloading teams, dishwasher teams etc.
 - o Finance Committee. Did not meet sales goal for store or cafe. Total loss, 6510.80. actual loss for year is 34355.54. not including the ppe money 83600 & 5000. Have spent 50k already. We are focused on our potential for growth.
 - o Communication
 - Trying to get newsletter out. Shannon and Wendy have been present and collaborate. Social media is tied into the operation of both the store and we should note that
 - o Membership, new member on staff. Reference report.
 - o Sustainability not present.
- Break (10 minutes) (end at 7:05?)
 - Schedule October Board Meeting (5 minutes)
 - Should consider that board meetings should be somewhere else than a private residence for accessibility to members. hall at the falcon should be considered. **tuesday 26th 7 -9 at debbies.**
 - Check in on Action Items for GMM (15 minutes)
 - Saturday the 16th 2:30 -6 ~~(EMAILED)~~
 - o 2020 Annual Report.
 - o Speeches written for reporting out at GMM
 - o Go through GMM Planning Checklist_2021Reference gmm planning checklist.
 - Follow Up For Restructuring (15 minutes)
 - o Workers Collective Roles & Definitions
 - o Café Kitchen Coordinator Position Need to Be Filled.
 - Hazel has departed suddenly on Monday the 27th, listing concerns, it does not seem there is much hope for an exit interview. Key has been returned. May be able to have Rachel or Debbie reach out to Hazel to address issues. Could ask for permission to replicate email and show to staff. Needs to be an expectation for what to do in the case of unexpected departure. Can make bullet points to put forth critique.
 - o HR Specialist Position Needs to Be Posted! (Timeline?)
 - o Administrative Coordinator Position Needs to Be Posted! Will be hired after HR (lower priority) Point person for getting AC and HR hired is NICK. Nick is ready to post hiring ASAP. "Priority given if you submit before this date. "
 - o Communication with Shelly

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- Follow Up on Action Items (20 minutes)
 - Important things to plan soon!
 - Letter from board to membership [should address this after next meeting]
 - ❖ Current state of affairs
 - ❖ How to support the Co-Op
 - ❖ Call for Board Candidates
 - Board role in staff and coordinator on-boarding
 - ❖ Debbie is supposed to draft talking points including:
 - State of the Co-Op
 - Role of Board /Coordinators/Staff
 - 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
 - Set Up Columinate Meeting Including Board Members [back burner]
 - ❖ What do we think would be the best use of our 3 or so hours???
 - Need to plan for the 2021 Board Retreat
 - Structure for volunteer liaisons
 - Community Contacts List (Wendy, Debbie)
 - Logging board member volunteer hours (ALL BOARD!)
 - Help with content for social media posts if possible; like/comment/share! (ALL BOARD!)
 - Sign the Code of Conduct & Ethics forms & return to the Co-Op (ALL BOARD!)
 - Retreat Garden Plot Items

Next meeting: tuesday 26th 7 -9 at debbies.

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