Board members in attendance: Amber, Vince, Nichali, Karen, Alex, Lisa

Others in attendance: Paula

Note taker: Rachel (interim secretary)

Facilitator: Karen

Time keeper: Nichali

* Check ins (took 5 minutes)
* Accountability – (took 5 minutes)
  + Board to keep track of the time spent “Time and Task Tracker” 1 week before the board meeting.
  + Board, WC, and Committee Chairs to send president updates and agenda items.
  + End goal: Allow President enough time to compile information before the board meeting.
  + Go over tracking later
* Café (took 16 minutes)
  + Ousia hired for Thursday mornings
  + No written descriptions for cafe manager duties that staff might help out with
  + Nichali to ask Gina the following questions:
    - What tasks would get paid at managerial rate and why? Please write up report on how things have been going thus far.
    - What additional tasks are café staff members taking on that aren’t managerial duties? Considering $10.10 raise (including tips).
    - What challenges have you faced transitioning to one manager?
    - How has the staff transition with one manager been?
    - What is the morale of the café staff?
    - Are café managers taking tips as staff members?
    - Estimate how many cash tips are taken in?
* Store (Took 30 minutes)
  + How is evening position going? Are responsibilities working out?
    - Going well, would like to train her side-by-side more during first few weeks for one-on-one trainings.
    - School schedule will change, will try to schedule classes around work schedule
    - Paula to have Mena report at the end of the day of tasks completed – probationary period to see what gets accomplished
  + Closing issues:
    - Monday closings – 3 nights not taken care of in past month
    - Need to secure who will close when on open nights
    - WC is in charge of making sure the closing nights are covered – It was determined that it was Erika’s responsibility to maintain schedule and communicate and cover if any gaps are identified
    - Board may volunteer to help out and fulfill hours
    - Gina agreed to learn how to close
    - Nichali closing Mon, Jan 9
    - Vince closing Mon, Jan 19
    - Friday the 13th is open
    - Saturday the 14th is open – Mena would like this night open and is willing to switch with someone
    - Lisa to closing Mon, Jan 23
    - Karen closing Tues, Jan 31
  + Past successes with round-ups
    - Do one a month to benefits an organization in need? Change up the organization that benefits each month.
    - Who to decide who benefits?
      * Organizations with low funding/no fundraising committee.
      * Movements like Standing Rock
      * Ongoing partnership opportunities? Deliberate and purposeful partnerships.
      * Food coop in Ashland does a round up as a microloan process.
      * Volunteers/members propose organizations for consideration.
    - What criteria do we consider?
      * Local?
      * Mission/goals?
    - Suggestion: Make a clear process for people to follow at cash register.
      * Instructions
      * Prompts for what to say
* Insurance audit update – We no longer are being insured by this company.
  + Paula to respond to insurance auditor to make sure questions being asked are relevant
* Committee updates
  + HR Transition (Took 2 minutes)
    - Nichali and Amber to meet soon
    - Find out WC needs
  + Anniversary Party (Took 2 minutes)
    - Jan 28th 5-9pm
    - FB event to be made
    - Working on a budget
  + Communications (Took 5 minutes)
    - Vince to help with website (Kris or Erin knows password)
    - Suggestion: One of the WC members manage social media
      * Café staff member?
      * 1-2 hours per week
      * Can schedule a bunch of posts for different times throughout the day
      * Communications committee to come up with guidelines for how to manage social media.
  + Membership (Took 5 minutes)
    - See Initial Assessment of Project Conciliation handout
    - $10.10 hourly rate – Consensus to pay Sheryl this amount for 4 hours
    - Request for a future plan to avoid these types of issues in the future (not properly documenting membership/volunteer data and discounts)
    - For future agenda: Plans to refund equity
  + Finance (Took 2 minutes)
    - How to publicize budget?
      * Vince will publish summary once we get through December numbers
    - When inventory number is in and get EOY data, can go over budget and make any necessary adjustments.
  + Falcon update (Took 1 minute)
    - Vince and Lisa trying to secure a meeting to get an update – take minutes and agree on what was said
  + Article supporting legal stance on member coops (Took 10 minutes)
    - Stance is that it’s worth defending based on one legal interpretation
    - Nichali to review article to identify areas of opportunity to improve current system to be more on the legal side
  + Equity refunds (Took 5 minutes)
    - Members benefit from being a member from discounts
    - No refunds on equity
    - Nichali to draft policy for next meeting
  + Board meetings now to be on the 2nd Thursday of the month (Took 1 minute)
  + General membership meeting (Took
    - Items to consider:
      * Report
      * Election/Recruitment for candidates
      * Board buddies
      * Discussion/breakout topics
      * Theme
      * Bylaw change published beforehand (mission statement doesn’t mention café)
      * Can we formally reduce the number of the board?
        + At 9 total members now. Can we lower this to improve productivity?
        + What do statutes say?
        + More than numbers: what are some other considerations for improving board productivity?
        + Everyone: To be discussed at next meeting. Any interested parties can bring their proposals then.
    - Folks to help out with planning: Rachel, Lisa
    - Everyone to try and recruit at least one candidate for the board election.

Next meeting: Thursday, February 9th 6:30-8:30 pm at the River Revitalization Foundation