Board members in attendance: Rachel, Karen, Ousia, Vince, Collin, Alyssa, Shellbelle, Debbie

Others in attendance: Alex, Sarah, Jordan, Scott

Note taker: Rachel

Facilitator: Collin

Time keeper: Alyssa

Minutes

* Check ins + preferred pronouns + firestarter (5 minutes)
* Review facilitation style + hand signals (5 minutes)
* ALL REPORTS RECEIVED BY VINCE ARE AT THE END OF THE AGENDA VB
* Reese’s web master proposal is a separate document
* Finance Spread sheets (2) are separate documents
* GMM List of tasks and assignments is a separate document.
* WC updates
* Store Report (5 minutes)
  + - I worked with Shelly on Monday. We did the Frontier order. That should be the last order we had to go over. I will call that in today. We talked a little bit about the annual report. I will work on that tomorrow morning. The chili cook off is right around the corner. I will be helping with that. We have some things on the way, like reusable stainless steel straws and cloth produce/bulk bags. We had another cooler issue. Paula had Akrit come out. It seems to be working great now. Thanks, Paula!
  + Café (5 minutes)
    - Hope all is well! The past month in the cafe has been filled with ups & downs. Our sales for January were lower than projected, the polar vortex/inclement weather definitely hurt the cafe's traffic. We were projected to run around 39% labor, and ended up at about 49% due to sales being less than anticipated. Seb has condensed the schedule as much as possible, and he has also been working with the cafe's night staff to improve on pre-closing, time management, and waste management (being aware of what needs to be tossed and what can be used to make a special etc). With sales where they currently stand, we have begun trying to think of ways to increase sales, starting with more consistent/quality bakery, specials in the cafe, and keeping track of waste/loss (I've started working on a waste log as well). Just a little over a week ago, we hired Abby! For now, she will be occupying a part-time role, with scheduled baking shifts twice a week, about 10 - 15 hours every two weeks. Abby is a very hard-worker, and an awesome baker, she did two interview baking shifts with Seb before being hired and everything turned out excellent, and was done quickly and efficiently. We believe Abby will be a great addition to the team, and we plan on considering her as a management candidate when Seb leaves. We will sadly be losing Therese at the end of this month, which leaves us with about 6 active cafe staff. I have begun working with Collin & meeting with the finance committee to keep track of the cafe's budget and goals. One big thing for the cafe right now is ordering, with business so back and forth it has been hard at times to know what to expect, which has caused us to be out of few items recently. Other than that, Seb & I have been trying to do our best to turn things around, and think things will get better, slowly but surely.
  + Volunteer Coordinator (5 minutes)
    - This month has flown by; volunteer coverage has dropped a bit in both the store and the cafe. My guess is this is due to the weather, sickness, and related factors. I am hoping to recruit new volunteers and reconnect with old ones in the coming months. Bowling has come to a halt due to flooding at the Falcon. I am planning an end-of-season party to get together one last time for the season and support Falcon Bowl.
    - I have been encouraging a few volunteers and staff members to run for the four open board seats, and know of a couple of great people who intend to run. At least one potential candidate (Alex) will be attending tonight's meeting, and I believe Resse is planning to run as well. The co-op's Pre Chili Cook-off is this weekend, and I hope to see many of you there. We still need volunteers to help serve chili, set up, and clean up, so let me know if you are available to help.
      * Debbie: What’s the cut-off date for entering a chili into the cook-off?
      * Ousia: By Saturday.
      * Paula: We are going to be attending the Vegan Expo at UWM at the end of March. Ousia and I will be attending the Up and Coming conference in Milwaukee at the start of March. We have been getting good publicity lately!
* Committee updates
  + Finance (5 minutes)
    - See below, also see emailed report for spreadsheets
    - Collin: Sent out budget earlier this month with only two things to add: Brian’s increased fees and the conference budget.
    - Karen: We were talking about paying a note taker for the GMM.
    - Collin: That should be covered in the board budget.
    - Shellbelle: What does $3000 loss mean exactly?
    - Collin: It’s generally cost of goods and labor differences.
    - Sara: In the bank account, there’s $157,000?
    - Vince: There’s $180,000, the $157,000 comes from subtracting liabilities.
    - Jordan: Why are there 2 café managers plus an employee in the café at the same time?
    - Collin: Tough for us to answer without café representation here. We are trying to have them improve their practices with regards to cost of labor.
    - Rachel: For some history, we have had one café manager in the past--might be worth revisiting if the café has trouble making a profit by trying out different scheduling plans.
    - Alyssa: Have we asked people to go home when labor is down or do we have to fill a certain number of hours for peoples?
    - Ousia: It is a great question. It is more the second option, that we are filling hours and not sending people home. The café managers are starting to see more of that connection, but there does need to be more oversight.
    - Vince: This is a serious problem in the café that needs to be fixed and cannot go on.
    - Karen: Who sees the spreadsheet and checks in on it?
    - Paula: It’s fairly new and the WC asked that the café managers share it with the entire WC.
    - Karen: Do they share the hours that they schedule the café staff each week?
    - Ousia: No, not weekly. Victor has been sharing monthly percentages.
    - Jordan: The wait time for food is a part of pushing people away since they don’t want to wait an hour for one item of food. Perhaps training could change to improve multitasking.
    - Karen: Can the WC check the schedule every week?
    - Shellbelle: It is important that they share it with the WC. Make sure people are correctly logging hours.
    - Collin: Unfortunately we don’t have a general manager. January labor wasn’t bad, it was more the sales.
    - Jordan: If sales are down, for the sake of being able to pay the staff, we need to cut people mid-shift.
    - Karen: Board is fiscally responsible for the co-op.
  + Building Maintenance (0 minutes)

Additional refrigerator repair on soft drink cooler at back of store. Paula arranged for repair.

* Debbie: Did anyone sign up to check cameras?
* Ousia: We talked about it, Paula checked it. Need to make sure someone is on top of it going forward.
  + Communications (5 minutes) SEE JOB DESCRIPTION FOR WEB MASTER, REESE PROPOSAL
    - Communications committee - GMM preparations. Decided the specifics.
    - CommCom meeting last week. Everyone pitching in. Thx!
    - Announcing and advertising the GMM in all forms possible including call for candidates, Fliers, posters, FB, website.
    - Little time to touch on webmaster position
    - Sustainability article - alyssa
    - Glenda - 5-cup Coffee Coupon marketing project. The goal is to reduce credit card purchases of a single cup of coffee and reduce card fees for such a small purchase. Perforated coupons are meant to encourage customers to prepayfor 5 cups of coffee.
    - Advertise chili cook-off
    - March ad for the Currents
  + HR Committee (10 minutes)
    - Rachel: Met with Paula for her annual review. Asked how the WC received HR’s suggestion to implement a 72 hour response deadline to board emails.
    - Ousia: Received well, but some people have challenges with email. Seems like something they can commit to doing.
    - Rachel: Ousia’s review is coming up and Sara & Seb’s probationary review, as well.
    - Ousia: A review for Seb would be good, practice orientation to get his feedback on the topics.
  + Membership (5 minutes)
    - 2. Memebership GMM preparations.
    - Meeting last week. Thx team!
    - 1- All logistics covered: Renewal emails to send out, volunteers at door and to check-in. data base will be modified and down loaded onto laptop, check- in list asking for email addresses.memberships
    - 2- Will be looking for 2-3 new solid volunteers: Courtney is moving this summer, Josh going to school in the fall, Sheryl lives on the East coast.
  + Volunteer Liaisons (5 minutes)
    - Alyssa: In the café, seems like some things are being given away. Not sure how to approach café staff who do this.
    - Sarah: What is a volunteer liaison?
    - Alyssa: We are the voice of the volunteers. It’s a nice way for volunteers to join the board and get an initial feel for it.
    - Ousia: Volunteer liaisons have the option the first year to join a committee, but officers have to be on a committee.
    - Vince: We started the Volunteer Liaisons to get more people on the board.
    - Debbie: Will pick up a shift on Saturday.
    - Collin: Sent Ousia and Paula the documents that he sent the café managers.
  + Bylaws Ad Hoc (5 minutes)
    - The bylaws committee met on January 4th. We planned 2 happy hours & a special membership meeting to propose changes to the bylaws.
    - Debbie: Sent out the changes that will be shared at the GMM. Thursday, March 7 from 6-8pm at the Public House is the first happy hour.
    - Vince: Do we have two happy hour meetings?
    - Debbie: The first one is before the GMM, the second one is after the GMM and halfway between the GMM/special membership meeting.
  + Sustainability Committee (5 minutes)
    - Alyssa: Trying to get a quote on the bulk bins--to replace the prepackaged items and reduce plastic use.
    - Paula: I can work on that with you.
    - Alyssa: Didn’t hear anything back after sent out a few emails. For the sustainability article, going to do the bingo in the Currents. Trying to increase sustainability mentality at the co-op.
    - Debbie: Do waste bingo, it’s awesome!
    - Karen: Do you want to say anything at the GMM? Do we want to have a report?
    - Alyssa: Sure, no problem.
    - Karen: Bylaws committee, too?
    - Debbie: Yes, we’ll talk.
  + Exploratory Committee (5 minutes)
    - Shellbelle: Had a meeting and talked about how it was important to focus on how to keep our current business sustainable before something else. Began brainstorming what they might do in the future--for example, keep volunteers in the picture.
    - Alyssa: We don’t want to compete with any existing businesses, e.g. the Public House.
    - Debbie: Talked about adding something that the community needs and doesn’t have.
    - Jordan: Curious why we’re talking about expanding when the current business isn’t going well.
    - Shellbelle: That’s what we talked about--that we’d want to hold off for now, but still brainstorm how the future might look.
    - Collin: For some history, the café was making a profit in the past while the store was plateauing.
    - Vince: Doesn’t agree that we should wait to fix what’s broken to begin exploring other ideas. Some problems are endemic, such as only being able to seat 12 people in the café. Has stopped pursuing ideas since we don’t have anyone interested in taking them forward at this time.
    - Alyssa: Would need someone with passion and vigor to take the new idea going forward.
    - Vince: I have that passion.
    - Alyssa: Not disagreeing, only saying this because of the current state of the co-op and response to ideas proposed in the past.
    - Ousia: Brought up at the meeting that she can’t imagine who would be able to take on the roles necessary to open up a new business. Could offer it to the community to see if anybody would be willing to step up. Could find ways to ensure that both businesses would be supported.
* GMM Planning -- Looking at checklist
  + Vince/Paula: Have to schedule this with Lynn.
  + Shellbelle: Party is planned. Music for first half hour. Have band come at the end (7pm).
  + General discussion around assigning items. Karen to update checklist.
  + Deadline for candidates to apply: March 24
  + Rachel: Board members please send me a selfie. Everyone please send me any cool co-op related pictures.
  + Debbie: Will have an editing party at my house before sending to Glenda.
  + Collin: Can we involve committees in the bus stop activity?
  + Karen: Would like to put the questions up ahead of time on social media and in the store.
  + Collin: If they can’t make it, they can email.
  + Bus stop: Belles & Debbie lead one station, Ousia & Alyssa the other one
  + Karen: Make sure people are ready to schedule the orientation.
  + Rachel: Would be happy to lead orientation as a past board member.
  + Karen: Would like to have more social time with board and WC.
  + Rachel: When is the official board candidate application deadline?
  + Karen: March 5 to be in compliance with the bylaws.
* Other
  + Announcements: (5 minutes)
    - GMM scheduled for Sunday, April 7th 2019
    - Workers Collective meeting: Every Wednesday 9am @ the Co-Op
    - Bylaws Happy Hour: Thursday, March 7th, 6-8pm, Public House
    - Bylaws Happy Hour: Thursday, May 2nd, 6-8pm, Public House
    - Bylaws Special Membership Meeting: May 21, 2019, Location to be determined

Next meeting: **TBD** at the River Revitalization Foundation

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**Board Meeting Report**

Department/Committee

Finance Committee

Summary from Vince from Sunday’s Finance Meeting, Colin, Clare, Sara, Victor, Vince Present

Need to approve Budget for 2019 based on 2018 gross sales with adjustments made to

Café budget- Hard target of 40% maximum labor costs and adjustments to Cost of Goods.

Colin has created a spread sheet to assign workers for all shifts with cost calculations automatically extended. We expect this to be used by Café Managers and expect it to quickly get labor costs under control. Colin may provide additional information on this at the board meeting. The January stats for the business are sent as separate documents. The store broke even, the café continued to have a loss.

Contact Name

Collin LaVallee

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Preferred Email Contact

CollinL@riverwestcoop.org

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Next Committee Meeting Date

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**Board Meeting Report**

Department/Committee Store

Hi All,  
  
I worked with Shelly on Monday. We did the Frontier order. That should be the last order we had to go over. I will call that in today. We talked a little bit about the annual report. I will work on that tomorrow morning.   
  
The chili cook off is right around the corner. I will be helping with that.   
  
We have some things on the way, like reusable stainless steel straws and cloth produce/bulk bags.   
  
We had another cooler issue. Paula had Akrit come out. It seems to be working great now. Thanks, Paula!  
  
Unfortunately I will not be able to attend the Board meeting tonight. Let me know if you have any questions! Sorry for the late report!  
  
  
Sara Schueneman   
Inventory Coordinator   
Riverwest Co-op Grocery & Cafe  
733 E Clarke Street  
Milwaukee, WI 53212  
(414) 264-7933

Updates: (example: weekly labor, weekly sales, staffing notes, inventory notes, general notes, budget check in/status)

Upcoming Events/Happenings

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