

Montavilla Food Co-operative Board of Directors/Steering Committee

Monday, July 24, 2017
6:30pm to 9:00 pm

TaborSpace (Art Room)

MEETING MINUTES

7:00- 7:05 PM	CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS		
	Board Members		Others
	Amanda Lamb	X	Colby Clipston
	Katherine Lim-Pedery	X	Pat and Tom
	Ellen Rubinstein	X	

7:05-7:10 PM	CONSENT AGENDA <u>Approved</u>	Lead	Doc(s)
Action	1. Approval of the agenda for July 24, 2017		
Action	2. Approval of meeting minutes from June 20, 2017		App A
	3. Committee and working group reports		
Discussion	a. Business committee		App B
Discussion	b. Outreach committee		

7:10-7:15 PM	PUBLIC COMMENT	Lead	Doc(s)
Limited to 3 minutes per person	Comments from member-owners, on any topic (including non-agenda items)		

7:15 -9:00 PM	REGULAR AGENDA	Lead	Doc(s)
7:15-7:30 Discussion	Committee, working group, or other updates <ul style="list-style-type: none"> ● Business committee <ul style="list-style-type: none"> ○ Financial documents - P&L and Balance sheet in the board packet ● Outreach committee/update from PM <ul style="list-style-type: none"> ○ Have five events next month: Street Fair, First Friday, Jade Night Market, First Friday (again) ○ Payments are all in for the events. <ul style="list-style-type: none"> ■ Jade market includes electricity. ■ First Fridays in front of Wix <ul style="list-style-type: none"> ● Considering shutting down the block for September's 1st Friday. Seeing if any of the vendors from the farmer's 	All	

	<p>market want to sell their goods around our table.</p> <ul style="list-style-type: none"> ● Conclusion: need to have a table outside to take advantage of the foot traffic. <ul style="list-style-type: none"> ○ Committee working on a process of doing event proposals and having the committee approve them. ○ Team leaders are attending committee meetings. Volunteers are still attending events. ○ Want to get the newsletter out before August to tell people about the events. <ul style="list-style-type: none"> ■ Had some issues with MailChimp and getting the email list out of the account. <ul style="list-style-type: none"> ● Now have a copy of the listserv in Google Drive. ○ Working on developing more leadership among the current team members ○ Included a “Do you want to be a member?” On our newsletter sign-up sheet and people are checking that. Colby is following up with who said they were interested. ○ Colby needs a copy of Outreach’s budget for the year. <ul style="list-style-type: none"> ■ Ad in the bag ■ Advertizing at the Academy theater ○ Have enough volunteers to cover the events, but just barely. ○ Yard signs have been ordered, need shirts/hoodies and stickers. Might need canvas bags. <ul style="list-style-type: none"> ■ Have 200 signs order ● Board recruitment update <ul style="list-style-type: none"> ○ Did post on Facebook. Did not get any responses. ○ Need to have an image to get traction on Facebook. ● Timelining update 		
7:30-7:40 Decision	MNA support/sponsorship <ul style="list-style-type: none"> ● Voted to support MNA at the “Neighborhood Advocate” level at \$250 - <u>Approved</u> 	All	App C
7:40-8:00 Decision	Annual Meeting and Election <ul style="list-style-type: none"> ● Set date (decision) 	All	

	<ul style="list-style-type: none"> ○ Could separate the annual meeting and the elections date to make an announcement about the upcoming election ○ Can consider changing the meeting to Feb/March to coincide with our fiscal year ○ Voted to hold the annual meeting on October 7th - <u>Approved</u> <ul style="list-style-type: none"> ■ Potluck around lunchtime ■ Will ask Wix if they are available ● Electronic or paper ballots (decision) <ul style="list-style-type: none"> ○ Amanda will run the election process again <ul style="list-style-type: none"> ■ Amanda will get the planning documents created and send to the team ■ Amanda will create a save the date ○ <u>Approved</u> to use electronic ballots again, giving the option of a paper ballot ○ Include a nomination function - check the bylaws to see if a deadline is required <ul style="list-style-type: none"> ■ Create a form for nominations ○ Plan for social media ● Next steps <ul style="list-style-type: none"> ○ Annual report - will use the same template as last time <ul style="list-style-type: none"> ■ Colby will help with the Outreach section ○ Event space - want Wix, Amanda will contact ○ Do we want a guest speaker? <ul style="list-style-type: none"> ■ Could ask our community partners? ■ One of the other co-ops? 		
8:00-8:15	BREAK		
8:15-8:40 Discussion	Update on Visioning Project <ul style="list-style-type: none"> ● Include the annual meeting in the request - possibly invite to speak? ● Community leader interview update <ul style="list-style-type: none"> ○ Amanda has spoken with APANO. Has scheduled meetings with METBA and MFM. ○ Colby has reached out. Working on getting some meetings scheduled. ● Next steps <ul style="list-style-type: none"> ○ Continue with interviews. Compile notes in Drive. ○ Will need to determine how to use the interview results to engage the membership. 	All	
8:40-9:00 Discussion	Update on Stark Street development	All	

	<ul style="list-style-type: none"> ● Official co-op responses - we support food options, but we believe there should be more community engagement ● Messaging - highlight the good the co-op can do for the neighborhood ● Will continue working with our community partners 		
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MEETING REVIEW	
Discussion	1. Meeting evaluation <ul style="list-style-type: none"> ● Was this meeting well-facilitated? ● Were the agenda items relevant and timely? ● Were the right people at this meeting? ● Did everyone get the chance to say what they wanted? ● Did everyone feel heard?
Discussion	2. Review parking lot <ul style="list-style-type: none"> ● Do we need special strategies, meetings, or work groups to deal with parking lot issues?
Discussion	3. Next meeting agenda <ul style="list-style-type: none"> ● What resolutions/decisions should be on the agenda? ● What reports or updates should be on the agenda? ● Do any guests need to be invited to the meeting?
9:00 PM	ADJOURN