

Montavilla Food Co-operative Board of Directors/Steering Committee

Tuesday, November 27, 2017
6:30pm to 9:00 pm

TaborSpace (Conference Room)

REGULAR MEETING AGENDA

6:30-6:35 PM	CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS			
	Board Members		Others	
	Caitlin Dickinson	X	Colby Clipston	X
	Amanda Lamb	X	Tacy Brotherton	X
	Katherine Lim-Pedery	X		

6:35-6:40 PM	CONSENT AGENDA <u>Approved</u>	Lead	Doc(s)
Action	1. Approval of the agenda for November 27, 2017		
Action	2. Approval of meeting minutes from October 24, 2017		App A
	3. Committee and working group reports		
Discussion	a. Business committee		
Discussion	b. Outreach committee		

6:40-6:45 PM	PUBLIC COMMENT	Lead	Doc(s)
Limited to 3 minutes per person	Comments from member-owners, on any topic (including non-agenda items)		

6:45-9:00 PM	REGULAR AGENDA	Lead	Doc(s)
6:45-7:15 Discussion	Committee, working group, or other updates <ul style="list-style-type: none"> ● Business committee <ul style="list-style-type: none"> ○ Looking for a volunteer bookkeeper ○ FY = April through March. Does not coincide with annual meeting. ○ Last updated around March. Does not include new member revenue. ○ Revenue is lower than previous years. Shifted focus from fundraising to getting volunteers/members. ○ 67% of revenue been spent on consulting ○ For next meeting will try to do budget to actual. Then we will go to a mid-year budget process to realign targets for the next FY. ○ NWCDC is our fiscal agent. Tax-deductible donations go through them. 		App B App C App D

- There is a \$5000 FCI grant that we are owed, but we need to understand that.
- Outreach committee/update from PM
 - Lost one volunteer that left a void. Has taken some PM capacity to fill.
 - Ended up turning vendors away because the market was full.
 - Lots of marketing, Plenty of posters in Montavilla business had posters/fliers/etc.
 - Colby has developed another graphic to replace the current fliers. Volunteers can update as needed.
 - 16 new member-owners signed up at Locals Market!
 - It appears that expenses covered by vendor fees, but not all finances have been settled.
 - People really liked the vouchers.
 - Raffle was not as popular as expected. Can shift the marketing to make the prizes the star.
 - Lot of vendors donated prizes. Got a lot of them in the week before the market, so there wasn't much time to advertise.
 - Had a couple of float volunteers at any one time that helped when vendors needed something.
 - Lessons learned:
 - Need to allot more space per vendor.
 - At peak attendance there were some bottlenecks.
 - People liked the sample options.
 - Need to make water more accessible.
 - Have outdoor vendors again. A lot of people just stopped by because they saw something was happening.
 - Don't have exact numbers on how the vendors did. One volunteer noted it seemed like everyone was able to sell their goods successfully.
 - Will have accounting done for the event. Need to get a Square report and account for the cash.
 - Approx \$200 in vouchers from vendors. Colby paid with his card.
 - There is also one check from a member-owner.

	<ul style="list-style-type: none"> ○ Colby will be going through Civi. Will have a full list of members, on a map. Will also know who was on a partial payment plan. ○ A potential volunteer approached Colby/Tracy at the Locals Market. Has done site selection, finance, and other skills for things we need. Would like to pitch his skills for us for the site selection committee. Would like to attend our next Board meeting at December 13 meeting from 6:30-7:00. <ul style="list-style-type: none"> ■ Also interested in outreach. ○ Don't have any other scheduled events coming up. Can shift volunteer focus to talking with neighbors. Will have map of which houses are already members. ○ Develop stronger Farmer's Market partnership? Can we incorporate their needs into our business plan/strategy? <ul style="list-style-type: none"> ■ Dedicate agenda time in December to this. ○ Shifting focus: Would like to shift to move volunteer initiative-driven outreach. <ul style="list-style-type: none"> ■ Bruce is looking to be a team leader. ■ Made a new role at the last Outreach meeting - METBA delegate (Bruce) ● Elections update (final numbers) <ul style="list-style-type: none"> ○ 95 ballots, 88 membership confirmed ○ 88 votes for Caitlin ● Timelining update 		
7:15-7:20 Action	Interim appointment of Tacy Brotherton - <u>Approved</u> <ul style="list-style-type: none"> ● Welcome! 	All	
7:20-7:35 Discussion/ Action	Annual elections of the President, Vice President, Secretary, and Treasurer <ul style="list-style-type: none"> ● Katherine is interested in stepping down as Treasurer, but not immediately. She will be willing to coach. ● Same with Amanda, prefer not to serve another year as president, but willing to coach. ● <u>Will table until January.</u> 	All	
7:35-7:50 Discussion	Review 2017-2018 Board Strategies - tabled until next meeting <ul style="list-style-type: none"> ● Process for site selection committee ● Develop relationships with banks ● Identify local funding sources ● Volunteer recruitment and retention 		
7:50 PM	ADJOURN		
	Break		

8:00 PM	EXECUTIVE SESSION	Lead	Doc(s)
	<p>PM Contract</p> <ul style="list-style-type: none"> ● Been doing three month intervals, both so we could review the budget and performance regularly. ● Can do an amended contract for months he has been being paid while not on contract. ● Colby started in March (maybe February). He can bill for 20 hours a week. He has done a lot of pro bono time. ● Are there other ways to fund his position? (Grants) ● Average expense per month is about \$2500. <p>Extending the contract for another three months.</p> <ul style="list-style-type: none"> ○ Can change the goals to ask him to increase revenues. <ul style="list-style-type: none"> ● The holiday season might be tough to throw events. <ul style="list-style-type: none"> ○ Can do something around Valentine’s Day. ○ Can do micro campaigns. ○ Want to allow him to do door knocking ○ Want to find someone to help with Outreach admin work ● <u>Need to sign a contract for the past three months. Then we sign a new contract for the next three months. For the next couple of months, we will revise the duties.</u> <ul style="list-style-type: none"> ○ Will revisit as we start the budgeting process. ● Grant opportunities. <ul style="list-style-type: none"> ○ Example: Pre-lease-signing campaign (new program! Colby runs) ○ USD has grants, FCI, CDC, People’s ○ Ali may also have some ideas 	All	App E
	<p>Follow up on Cash and Carry</p> <ul style="list-style-type: none"> ● Stephen sent an email to the city. Cash and Carry hasn't actually requested a building permit. Once they do, MNA might respond. ● METBA is very strongly opposed to having a Cash and Carry. Stephen is also going to reach out to them directly. ● City said C&C would be held to the same standards as any other business, including pedestrian, etc. ● We don’t see C&C as a competitor and we are not interested in that space. ● Will respond that we appreciate the information and request he keep us posted with new information. 	All	

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	<p>2. Review parking lot</p> <ul style="list-style-type: none"> ● Do we need special strategies, meetings, or work groups to deal with parking lot issues?
Discussion	<p>3. Next meeting agenda</p> <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