

Montavilla Food Co-operative Board of Directors/Steering Committee

Thursday, September 7, 2017 (Rescheduled from Aug. 28, 2017) TaborSpace (Room 04, downstairs)
6:30pm to 9:00 pm

MEETING MINUTES

6:30-7:30PM	EXECUTIVE SESSION AGENDA	Lead	Doc(s)
Discussion		All	
Action		All	

REGULAR MEETING AGENDA

7:30-7:35 PM	CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS		
	Board Members		Others
	Amanda Lamb	X	Colby Clipston
	Katherine Lim-Pedery	X	Caitlin Dickinson
	Ellen Rubinstein	X	

7:35-7:40 PM	CONSENT AGENDA	Lead	Doc(s)
	<u>Approved</u>		
Action	1. Approval of the agenda for September 7, 2017		
Action	2. Approval of meeting minutes from July 24, 2017		App A
	3. Committee and working group reports		
Discussion	a. Business committee		
Discussion	b. Outreach committee		

7:40-7:45 PM	PUBLIC COMMENT	Lead	Doc(s)
Limited to 3 minutes per person	Comments from member-owners, on any topic (including non-agenda items)		

7:45-9:00 PM	REGULAR AGENDA	Lead	Doc(s)
7:45-8:15 Discussion	Committee, working group, or other updates <ul style="list-style-type: none"> ● Business committee - no report <ul style="list-style-type: none"> ○ Need to do the tax filing. Brian should have filed the extension. 	All	

	<ul style="list-style-type: none"> ○ Katherine will follow-up with Amy on the financials. ○ Will also need some business committee content for the annual report ● Outreach committee/update from PM <ul style="list-style-type: none"> ○ 7-8 events over the past month ○ Jade Night Market - not a lot of members recruited. If we do that in future years, might change the structure. <ul style="list-style-type: none"> ■ Still worth participating in in the future. Had contacts with several community members worth connecting. ○ Need to make sure we are balancing the cost to give prizes away and the exposure ○ Have run out of some supplies, but we are in the process of getting re-supplied ○ Harvest Festival this Sunday. Then will die down a bit. ○ During a period of fewer events, will refocus on building team structure. <ul style="list-style-type: none"> ■ Working on planning for Craft Sale - can become an “annual” event ○ Renewed focus on getting more member-owners taking off with the volunteers. Focusing on events that get us more member-owners. ○ Will also need volunteers at the Annual Meeting. ○ Also looking at other creative ways to get the word out (e.g., trivia nights) ○ Have been doing Academy Theater ads, reached out to other organizations about advertizing ● Timelining update - no updates ● MNA support/sponsorship update <ul style="list-style-type: none"> ○ Tried to reach out to MNA, but the contact is no longer on the board ○ Emailed generic email ○ Recommendation to contact an MFC member who is on the MNA board 		
8:15-8:30	<p>Member request for reimbursement</p> <ul style="list-style-type: none"> ● <u>Board approved reimbursement</u> ● Also clarify that you can donate the amount you’ve paid into the co-op with no further obligation--Colby will draft response 	All	App B
8:30-8:45	Elections Update	All	App C

Decision	<ul style="list-style-type: none"> ● Nominations to the Board - have one nomination <ul style="list-style-type: none"> ○ Add a write-in member option ● Elections timeline <ul style="list-style-type: none"> ○ Ballots go out tomorrow <ul style="list-style-type: none"> ■ Ellen will mail out paper ballots to anyone who wants them ○ October 7 to submit ballots ○ Have paper ballots at the meeting and a collection of paper ballots ○ Will announce results within one month ● Budget request (decision) - <u>approved</u> 		App G
8:45-9:00 Decision	<p>Annual Meeting Update</p> <ul style="list-style-type: none"> ● Event timeline <ul style="list-style-type: none"> ○ Had 10+ RSVPs ○ Will need help with set-up - Colby will help fill volunteer needs ○ Amanda will reach out to suppliers next to make sure we have all the supplies we need ○ Colby will be point of contact with Wix. Will tour the space the night before. ● Program overview <ul style="list-style-type: none"> ○ I cannot make it there until after noon - Colby will help coordinate set-up ○ Amanda, Colby, and Ellen will be available for clean-up ○ Ask Stephen if he would be willing to speak at our annual meeting <ul style="list-style-type: none"> ■ Vision for Montavilla ■ How MFC fits into that vision ○ Ellen will contact Emily, who has a projector we could use <ul style="list-style-type: none"> ■ Could project the Outreach slide show ■ Could also reach out to the library ○ Amanda will send out a link to all the planning documents ● Annual report <ul style="list-style-type: none"> ○ Year in Review <ul style="list-style-type: none"> ■ Successful Events - types of events, overall # of events ■ Hiring a Project Manager ■ Update on market study - did the study the prior year, updated market study ■ Completed the pro forma and market study - have a framework and know what we need to work toward ■ Timelining exercise 	All	App D App E App F

	<ul style="list-style-type: none"> ○ Up and Coming attendance <ul style="list-style-type: none"> ■ Won some money to attend up and coming next year ○ Katherine will provide the financial information ● Next steps <ul style="list-style-type: none"> ○ Get content to Amanda by next Friday (Sept 15) ○ Amanda will send out the next draft Sept 18 for review 		
	<p>Next meeting</p> <ul style="list-style-type: none"> ● Update on visioning process ● Guest: Stephen Rice, METBA 		

MEETING REVIEW	
Discussion	<p>1. Meeting evaluation</p> <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