

## Montavilla Food Co-operative Board of Directors/Steering Committee

Tuesday, October 24, 2017  
7:30pm to 9:00 pm

TaborSpace (Conference Room)

### REGULAR MEETING AGENDA

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

7:35-7:40 PM	CONSENT AGENDA <u>Approved</u>	Lead	Doc(s)
Action	1. Approval of the agenda for October 24, 2017		
Action	2. Approval of meeting minutes from September 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 Action	Seating of newly elected Directors - Welcome new Board members! <ul style="list-style-type: none"> <li>Officially start the 2017-2018 board year</li> </ul>	All	
7:45-8:00	Debrief Annual Meeting and Elections <ul style="list-style-type: none"> <li>Met 10% of membership threshold for voting</li> <li>Ballots have not been tabulated yet</li> <li>Mingling time was good. Let member-owners and volunteers mingle and encourage more volunteering.</li> <li>Good community-building opportunity</li> <li>Space was great for the purpose</li> <li>METBA was a nice addition to the meeting - need to include a guest in future meetings</li> <li>Around 10-15 fewer people</li> </ul>	All	

	<ul style="list-style-type: none"> <li>● No mail ballots requested. Electronic voting successful.</li> <li>● Potluck structure still working well</li> <li>● Did not conclude the gift membership <ul style="list-style-type: none"> <li>○ At least 10 people participate and one person gifted a member-ownership.</li> <li>○ What is the prize?</li> </ul> </li> </ul>		
8:00-8:10	Annual elections of the President, Vice President, Secretary, and Treasurer- TABLE UNTIL NEXT MEETING <ul style="list-style-type: none"> <li>● Recommendation to postpone officer elections</li> <li>● Amanda will set agenda next meeting</li> </ul>	All	
8:10-8:30	Consideration of Board calendar <ul style="list-style-type: none"> <li>● All meeting times 6:30-9:00 pm</li> <li>● Group opted to stay at Tabor Space</li> <li>● <u>Approved</u></li> </ul>	All	App B
8:30-9:00	Annual Board Strategies <ul style="list-style-type: none"> <li>● Timeline</li> <li>● Need to get new board member resources out</li> <li>● About 600 members. About 6 months behind timeline goals</li> <li>● About 650 form site selection committee. At 700 there develop criteria. Around 750 we can sign a lease. Around 1000 we work on renovations. Around 1200 we open.</li> <li>● (Priority) Board will need to develop a process for forming site selection committee <ul style="list-style-type: none"> <li>○ Develop a process for member-owner engagement</li> </ul> </li> <li>● (Priority) Need to also be developing relationships with banks <ul style="list-style-type: none"> <li>○ Did have someone at the METBA meeting reach out. Potential for additional planning services. May want to attend a board meeting.</li> </ul> </li> <li>● (Priority) Volunteer recruitment and retention is ongoing goal. <ul style="list-style-type: none"> <li>○ Outreach update <ul style="list-style-type: none"> <li>■ October 31 from 3:00-6:00 will be participating in Trick or Treat on Glisan. Partnering with Mt. Tabor Crossfit.</li> <li>■ Locals Market on November 25 from 11:00-4:00 (small business Saturday.) Formerly the Craft Sale. Featuring local artisan products. <ul style="list-style-type: none"> <li>● Have 26 vendors confirmed.</li> <li>● In the process of invoicing</li> </ul> </li> </ul> </li> </ul> </li> </ul>	All	App C

	<p>the vendors. Have space for 27.</p> <ul style="list-style-type: none"> <li>○ 2 vendors parking out front (food and photo booth.)</li> <li>● Will do an hour before and after for set-up/break-down. Will also do layout the night before.</li> <li>● Targeting streets beyond Stark for advertizing and also moving beyond 82nd. Will be looking at businesses who allowed posters for past events. <ul style="list-style-type: none"> <li>■ Working to develop relationships with other businesses to expand our marketing and not burnout any current relationship.</li> <li>■ Having more volunteers for Locals Market would expand the ability to market.</li> <li>■ Outreach did approve spending \$50 on Facebook ads and printing posters and fliers.</li> </ul> </li> <li>● Thinking about volunteer incentives <ul style="list-style-type: none"> <li>○ Have a volunteer appreciation party</li> <li>○ Other groups with similar volunteer team structures will have metrics/goals and have friendly competition among volunteers</li> <li>○ Could get local businesses to contribute to volunteer incentives</li> </ul> </li> </ul>		
	Next meeting		

Executive Session

- Green Zebra gave us one year to make more significant progress before looking at Montavilla
- People's is looking to expand. Montavilla on the list. Two sticking points
  - Collective management
  - Vegetarianism
    - Messaging - size = full-service grocery store and we want member-owners to set the directions on what goes in the store
- Chinese Village development going through. Looks like a Cash and Carry. Discount groceries and bulk.
  - More for wholesale. Different market?
  - Is there a partnership opportunity? Can we have space? Can we partner on purchasing?
  - Different market - people outside neighborhood
  - Want more info, want to make a connection, will market that we are sufficiently different

<b>MEETING REVIEW</b>	
Discussion	1. Meeting evaluation <ul style="list-style-type: none"> <li>● Was this meeting well-facilitated?</li> <li>● Were the agenda items relevant and timely?</li> <li>● Were the right people at this meeting?</li> <li>● Did everyone get the chance to say what they wanted?</li> <li>● Did everyone feel heard?</li> </ul>
Discussion	2. Review parking lot <ul style="list-style-type: none"> <li>● Do we need special strategies, meetings, or work groups to deal with parking lot issues?</li> </ul>
Discussion	3. Next meeting agenda <ul style="list-style-type: none"> <li>● What resolutions/decisions should be on the agenda?</li> <li>● What reports or updates should be on the agenda?</li> <li>● Do any guests need to be invited to the meeting?</li> </ul>
<b>9:00 PM</b>	<b>ADJOURN</b>