

Montavilla Food Co-operative Board of Directors

Monday, March 20, 2017
6:30 pm to 9:00 pm

TaborSpace (Art Room)

REGULAR MEETING AGENDA

6:30- 6:35 PM	CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS		
	Board Members		Others
	Amanda Lamb	X	Colby Clipston
	Katherine Lim-Pedery	X	
	Amy Reaney	X	
	Ellen Rubinstein	X	

6:35-6:40 PM	CONSENT AGENDA <u>Approved</u>	Lead	Doc(s)
Action	1. Approval of the agenda for March 20, 2017		
Action	2. Approval of meeting minutes from February 27, 2017		App A
	3. Committee and working group reports		
Discussion	a. Business committee		App A
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 - 8:30 PM	REGULAR AGENDA	Lead	Doc(s)
6:45-7:00 Discussion	<p>Committee and working group updates</p> <ul style="list-style-type: none"> ● 82nd Ave Improvement Coalition meeting this week. This meeting is focused on Madison South. It is being held at Dharma Rain. Need to get the date for the Montavilla-specific one. <ul style="list-style-type: none"> ○ City has allocated millions of \$ for 82nd Ave corridor. Possibly the East Portland neighborhood plan? Should investigate further. ● Timelining <ul style="list-style-type: none"> ○ Amanda will reach out to Jacqueline to schedule a follow-up meeting ○ Can add the existing timeline as an agenda item to each meeting ○ Doodle poll for a work session - every weekend for the next few months is on the table ● Communications work group <ul style="list-style-type: none"> ○ We're not sure when they're meeting next ○ Need to get some clarity on the group 		

	<ul style="list-style-type: none"> ○ Concerns things aren't getting posted in a timely manner. Want to expand the number of people who can post on social media. ○ Colby will be meeting with Luby about the newsletter ○ Need to have a template for the newsletter. Need to commit to a regular newsletter timeframe. ● Amanda will reach out to Silverton and Hillsboro about drafting a letter about the current political environment 		
<p>7:00-7:30 Discussion</p>	<p>Update from Project Manager</p> <ul style="list-style-type: none"> ● Our listservs are on some mailing lists. Not intentional, we should unsubscribe. ● Can add "undisclosed recipients" to the listservs <ul style="list-style-type: none"> ○ Need to figure out how to subscribe to the listservs on the website ○ But take out the listserv addresses off the website ● Phone number on the website? Need the password to access. Katherine will get in touch with Ben. ● MNA was a good example of where we can make connections. Should get more comfortable mingling in crowds. ● Update on work to date: <ul style="list-style-type: none"> ○ Familiarizing with historic materials ○ Familiarizing with Drive. Can get volunteer engagement through the Drive. Might be overwhelming for new volunteers. <ul style="list-style-type: none"> ■ Separating "organizer" and "volunteer" information to reduce the amount of information thrown at new volunteers ■ Can also help move people up from "volunteer" to "organizer" ● Next step: <ul style="list-style-type: none"> ○ Start with the volunteer materials - how to answer FAQs, informational graphics, how to talk about the co-op, ways to have the biggest impact on things <ul style="list-style-type: none"> ■ Ben Sandel's guidelines on FAQs ■ Check out FCI resources ○ Want to start an ideas forum - running list of things that would be nice to have or that we need to develop further 	<p>Colby, all</p>	
<p>7:30-8:00 Discussion</p>	<p>Planning for Board Member recruitment</p> <ul style="list-style-type: none"> ● Introduce it and start talking about it ● Strategy #1: Current Volunteers (later) <ul style="list-style-type: none"> ○ Look to current volunteer pool ○ Focus on base-level recruiting ○ The board could get some ideas to Colby. Not recruiting for a certain skillset. ● Strategy #2: Social Media (beginning of April) <ul style="list-style-type: none"> ○ Synergy, Montavilla Facebook page, NextDoor, Mt Tabor Google Group, etc. (free resources) are good places to post the recruitment. ○ "Do you know somebody?" 		

	<ul style="list-style-type: none"> ● Strategy #3: Affinity groups/people (April/May) <ul style="list-style-type: none"> ○ Other groups that we have a good working relationship with (e.g., APANO, Farmer’s Market, METBA, other co-ops) ○ Local representatives? ● Board members need to review current materials - please review by the end of the month and suggest revisions ● More dense messages to the people we know better. Social media posts should be more light-hearted and fun. 		
8:00-8:10	BREAK <ul style="list-style-type: none"> ● Add to the next board agenda to have a planning conversation around EDI 		
8:10-8:30 Action	<p>Budget</p> <ul style="list-style-type: none"> ● Business committee will continue to review financial statements on a monthly basis (board receives them as well.) Business will report to the board if anything appears not to be tracking. ● The board will regularly review the budget. Outreach has engaged in the process. Outreach can always ask for budget adjustments mid-year if anything changes. ● <u>Budget is approved</u> 	All	App B

EXECUTIVE SESSION AGENDA

8:30-9:00 PM	RECONVENE IN EXECUTIVE SESSION	Lead	Doc(s)
8:30-9:00 Discussion		All	
9:00 PM	ADJOURN		

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