

## Montavilla Food Co-operative Board of Directors Meeting Minutes

Monday, May 15, 2017  
6:30 pm to 9:00 pm

TaborSpace (Art Room)

### REGULAR MEETING AGENDA

<b>6:30- 6:35 PM</b>	<b>CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS</b>			
	<b>Board Members</b>		<b>Others</b>	
	Amanda Lamb	X	Colby Clipston	X
	Katherine Lim-Pedery	X	Kate Harbour	X
	Ellen Rubinstein	X	Joe Leitschuh	X

<b>6:35-6:40 PM</b>	<b>CONSENT AGENDA <u>Approved</u></b>	<b>Lead</b>	<b>Doc(s)</b>
Action	<b>1. Approval of the agenda for May 15, 2017</b>		
Action	<b>2. Approval of meeting minutes from April 24, 2017</b>		
	<b>3. Committee and working group reports</b>		
Discussion	<b>a. Business committee</b>		
Discussion	<b>b. Outreach committee</b>		

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

<b>6:45 - 8:30 PM</b>	<b>REGULAR AGENDA</b>	<b>Lead</b>	<b>Doc(s)</b>
6:45-7:15 Discussion	Committee and working group updates <ul style="list-style-type: none"> <li>● Ellen has been receiving Cooperative Grocer magazine - subscription will expire. Do we want to renew?               <ul style="list-style-type: none"> <li>○ <u>Probably not</u>, but ask Outreach if they have any interest in a paper copy</li> </ul> </li> <li>● Outreach               <ul style="list-style-type: none"> <li>○ Debrief Parade and Volunteer Appreciation parties                   <ul style="list-style-type: none"> <li>■ Parade went well. Had a good turnout. Three new people, got their emails.</li> </ul> </li> <li>○ Farmer's Markets                   <ul style="list-style-type: none"> <li>■ First FM of the year was very crowded, had a lot of good traffic</li> </ul> </li> </ul> </li> </ul>	All	

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Mother's Day FM was not as high traffic, but it was good. Gave away a gift basket (raffle).</li> </ul> </li> <li>○ Tabling at PCC - not as well attended, but still a good event. Had great networking with other vendors.           <ul style="list-style-type: none"> <li>■ Might have been the first time organizing</li> </ul> </li> <li>○ Door knocking - Almost once per event, hear that people heard about us through our signs.           <ul style="list-style-type: none"> <li>■ A lot of people lost their signs during the winter weather/windstorms</li> <li>■ Colby made a list of member-owners in inner Montavilla that might need a sign and Gar is engaging them in person. If they need a new sign, he will get them one.</li> <li>■ We will also keep data on the people we engage.</li> </ul> </li> <li>○ Pancake Breakfast           <ul style="list-style-type: none"> <li>■ Shane is leading the PB this year and has around 15 people working the PB.</li> <li>■ Bruce is gathering donations</li> <li>■ Need to start driving more attendance</li> <li>■ Email on Friday led to more people signing up on the Facebook page.               <ul style="list-style-type: none"> <li>● Will send a call for volunteers this week</li> <li>● Will continue to send emails regularly</li> </ul> </li> <li>■ Got posters printed as well.               <ul style="list-style-type: none"> <li>● Handed them out at FM</li> <li>● Gar will also leave at MO houses</li> <li>● Bruce is working on getting the poster formats in businesses</li> </ul> </li> <li>■ Shane is handling food donations - will do shoutouts on social media</li> <li>■ Plans for summer member-owner recruitment</li> </ul> </li> <li>○ Bruce is coordinating the Gateway Green event. Will start planning Street Fair and Jade Night Markets.</li> </ul> </li> <li>● MFC donated to the Mt. Tabor Middle School auction. Went for over it's value.</li> <li>● Social Media</li> </ul>		
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	<ul style="list-style-type: none"> <li>○ The separate ESM group weren't meeting their goals and so have decided to reintegrate into the Outreach committee.</li> <li>○ Right now, Colby is managing and is posting about once/day. <ul style="list-style-type: none"> <li>■ Will try to get a volunteer to do social media posting soon in the future.</li> </ul> </li> <li>○ Twitter is active again</li> <li>○ Have a YouTube page now</li> </ul>		
7:15-7:45 Discussion	<p>Update from Project Manager</p> <ul style="list-style-type: none"> <li>● Structure should be multiple teams, all work together for large events like the Pancake Breakfast <ul style="list-style-type: none"> <li>○ After PB, we will shift over to the team system</li> <li>○ All the resources for team leaders are created, with some refining still to go</li> <li>○ Will then need to create the coordinator resources, because there will not be coordinators at first</li> <li>○ Will give team leaders 100 and 200-level trainings</li> <li>○ Want to give trainings to the Board first</li> <li>○ Sundays and Thursdays work best for Colby to schedule a separate work session- preferably before the June Board meeting</li> </ul> </li> <li>● Alpha Drive - volunteers need a little more instruction on how to use Google Drive. The training materials are created for all levels, or for someone who just needs to know a couple of pieces of info on our Drive. <ul style="list-style-type: none"> <li>○ Have ways of collecting feedback from Outreach. Have gotten feedback at meetings and is working to incorporate.</li> </ul> </li> <li>● Website and newsletter <ul style="list-style-type: none"> <li>○ Outreach is receptive to putting out a quarterly newsletter</li> <li>○ Already have a template</li> <li>○ Newsletter does not have to be long or complicated</li> <li>○ MailChimp will be used <ul style="list-style-type: none"> <li>■ Can also use for volunteer outreach (committees, etc.)</li> </ul> </li> </ul> </li> <li>● Had some issues with inappropriate emails being sent to the email. Colby is dealing with that.</li> </ul>	Colby, all	
<b>7:45-7:55</b>	<b>BREAK</b>		
7:55-8:15 Discussion	<p>Board recruitment update</p> <ul style="list-style-type: none"> <li>● Bylaws state the Board of Directors needs to be at least four people. We will rebrand as a Steering Committee</li> </ul>	All	

	<ul style="list-style-type: none"> <li>● Send email to volunteers. Did not get any responses.</li> <li>● Next place to advertize is Facebook.</li> <li>● Ask other co-ops if they have anyone who might be interested in the board</li> <li>● Reach out to the Montavilla Neighborhood Association and other nearby neighborhood associations</li> <li>● Can integrate board recruitment into a revisioning process? <ul style="list-style-type: none"> <li>○ Target over the summer - July?</li> <li>○ Would need a facilitator asap</li> </ul> </li> </ul>		
8:15-8:30 Discussion	<p>Timelining Check-in</p> <ul style="list-style-type: none"> <li>● Meeting with Jacqueline <ul style="list-style-type: none"> <li>○ Agenda <ul style="list-style-type: none"> <li>■ Confirm timeline on the right track (as a plan)</li> <li>■ Pro forma</li> <li>■ Add revisioning to the agenda</li> </ul> </li> <li>○ Equity Diversity Inclusion training <ul style="list-style-type: none"> <li>■ Still exploring options</li> <li>■ Need to consider what kind of training we want and what kind of trainers we want to bring in</li> <li>■ May wait until after we have more volunteer engagement and after the revisioning process?</li> </ul> </li> </ul> </li> </ul>	All	<a href="#">App E</a>

**EXECUTIVE SESSION AGENDA**

<b>8:30-9:00 PM</b>	<b>RECONVENE IN EXECUTIVE SESSION</b>	<b>Lead</b>	<b>Doc(s)</b>
8:30-9:00 Action			
<b>9:00 PM</b>	<b>ADJOURN</b>		

	<b>MEETING REVIEW</b>
Discussion	<p>1. Meeting evaluation</p> <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	<p>2. Review parking lot</p> <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>