

Montavilla Food Co-operative Board of Directors

Monday, November 28, 2016
6:30 pm to 8:00 pm

Tabor Space (Art Space Room)

REGULAR MEETING AGENDA

6:30 PM	CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS		
	Board Members		Others
	Amanda Lamb		Shane Reaney
	Katherine Pedery		Dave Currie
	Amy Reaney		
	Ellen Rubinstein		

6:30-6:35 PM	CONSENT AGENDA <u>Consent agenda is approved</u>	Lead	Doc(s)
Action	1. Approval of the agenda for November 28, 2016		
Action	2. Approval of meeting minutes from October 25, 2016		App A
	3. Committee and working group reports		App B
Discussion	a. Business committee		
Discussion	b. Outreach committee		
Discussion	c. IT committee		

6:35-6:40 PM	PUBLIC COMMENT	Lead	Doc(s)
Limited to 3 minutes per person	Comments from member-owners, on any topic (including non-agenda items)		

6:40 - 7:30 PM	REGULAR AGENDA	Lead	Doc(s)
6:40-7:00	1. Committee and Work Group Updates <ul style="list-style-type: none"> ● Outreach Committee: <ul style="list-style-type: none"> ○ Craft sale debrief: sales were very good—sold many items (possibly a little less than last year); gained 7 new member-owners ● Business Committee: <ul style="list-style-type: none"> ○ Pro forma update-- met with Bill G. a couple of times; will ramp back up soon ● Strategic Planning: <ul style="list-style-type: none"> ○ Strategic planning is the time-lining the board has been doing with Jacqueline ○ Are there other volunteers who could contribute? ○ The timeline could have a separate section for Outreach plan. Theresa wants output, but not to contribute to creating it 		

	<ul style="list-style-type: none"> ○ Outreach will be interested in the time-lining results—they have asked for direction from the board (rather than asking to contribute to strategic planning). ○ The board will plan to show the timeline at the January Outreach meeting. ● Communications Work Group: <ul style="list-style-type: none"> ○ Simone would like the calendar of MFC events to help her plan the next year of communications. Outreach and the board will approve the process and concepts first. Once finalized, Amanda will provide the calendar to Simone. ○ Simone and Luby will be working on the newsletter. ○ Ben Pollack and Jennifer Tamayo will be working on social media. ○ Outreach needs to know this is going on, soon. These areas cross a lot and they need to know what one another are doing and what each is charged with. ○ Simone will be the liaison between the Communications work group and the Outreach committee; she'll consult Outreach ○ for appropriateness. The board will look into adding Simone to the next Outreach meeting agenda (12/8/16 @ 6:15-8pm @ MP5) to facilitate Simone's coordination. 		
<p>7:00-7:45 Discussion/ Action</p>	<p>Begin 2017 budgeting conversation</p> <ul style="list-style-type: none"> ● Board reviewed 2016 Budget-to-Actuals <ul style="list-style-type: none"> ○ The board needs to tell Outreach about the remaining budget for this year, coordinate with Outreach on spending ○ There will be new committee members at the December Outreach meeting—that will be a good time to talk about the remaining budget ○ At the January Outreach meeting, the board will work with Outreach on time-lining to fill out the shell, and start working with Outreach on the budget for next year ● Allocating funding for Up and Coming \$175 per person +\$50 for workshops. March 9-12—pre-workshops on Thu are very useful. If you stay 'til end, there's a grant. No special membership rates; scholarships available. In Milwaukee; all 4 BoD members are considering going. Rooms = \$129+tax/night. Airfare=\$300? Misc.=? So, approx. \$1,000/person, total of about \$4,000. ● <u>Approved increasing line 33 of budget (conferences and trainings) to \$4,500 and decreasing line 41 (strategic planning/consultant) accordingly.</u> ● All board members are interested in attending the "Up and Coming, Up and Running conferences in March, 2017 in Milwaukee, WI. The board will try to purchase airline tickets by the next board meeting. Amy will put out social media 		<p>App C, App D</p>

	<p>call for airline miles donations. The board will also try to coordinate the trip over the next month, including looking into lodging through Air B&B.</p> <ul style="list-style-type: none"> • The board will extend an invitation to the conference to other active volunteers: Simone, Bruce, Juli, Lee. • We will work toward aligning the budget with MFC's strategic goals, including coordinating with Outreach on the budget. 		
7:45 PM	ADJOURN REGULAR SESSION		
7:45-8:00	BREAK		

EXECUTIVE SESSION AGENDA

8:00-9:00 PM	RECONVENE IN EXECUTIVE SESSION	Lead	Doc(s)
8:00-8:15 Action	Request to return member equity <u>Approved</u>	AL	
8:15-9:00 Discussion	<p>Progress on Volunteer Management Plan</p> <ul style="list-style-type: none"> • Discuss possibility of hiring <ul style="list-style-type: none"> ○ Amy will follow up with Jacqueline about providing an example job description ○ Position may be called "volunteer and events coordinator" ○ Places to post include Mac's list, Craigslist ○ Duration: start in Feb 2017, for 6-7 months ○ Description will state goals of 30 members/month and increasing MFCs' visibility ○ Focus on growing volunteers through events and going thru existing list in MFC's database. • Contractor role is expected to: <ul style="list-style-type: none"> ○ Start by calling people who have expressed interest in volunteering and figure out how to bring them in—approach could include phone calls, meeting for coffee, etc. and training them ○ Identify people to table, volunteer at Pancake Breakfast, etc. ○ Support Outreach. For example, at the Farmers Market, contractor will make sure we're registered, paid up, volunteers know when and where to be, know what to say, have designated lead volunteer who's done it before ○ For Pancake Breakfast, Bruce knows MFC's history and makes sure someone is asking for donations. Contractor role will to make sure role gets filled. ○ Contractor will coordinate events, gain members and volunteers 	AL	

	<ul style="list-style-type: none"> ○ Establish membership engagement events—place people can meet as a community and talk about the co-op ○ May also map members, then use it to get lawn signs in all the right places 		
9:00 PM	ADJOURN		

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