

Montavilla Food Co-operative Board of Directors

Thursday, July 28, 2016
6:30 pm to 8:30 pm

Milepost 5
850 NE 81st Ave, Portland

REGULAR MEETING MINUTES

6:30- 6:35 PM	CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS		
	Board Members		Others
	Amanda Lamb	X	
	Amy Reaney	X	
	Simone Rede	X	
	Ellen Rubinstein	X	

6:35-6:45 PM	CONSENT AGENDA - <u>APPROVED</u>	Lead	Doc(s)
Action	1. Approval of the agenda for July 28, 2016	Amanda	
Action	2. Approval of meeting minutes from June 23, 2016	Amanda	App A
	3. Committee and working group reports		App B, App C
Discussion	a. Business committee	Amy	
Discussion	b. Outreach committee	Simone	
Discussion	c. IT committee		
Discussion	d. Website working group	Amanda	
Discussion	e. Organizational capacity checklist	Amanda	In Board folder

6:45 - 8:50 PM	REGULAR AGENDA	Lead	Doc(s)
6:45-7:00 Discussion/ Action	1. Strategic planning working group update <ol style="list-style-type: none"> a. CDS contract update <ol style="list-style-type: none"> i. Still haven't heard back from CDS. Need to confirm that Ben can work on an hourly basis, they need to confirm the hourly rate. ii. SPWG haven't met recently. iii. SPWG was originally conceived to take on some work that the board didn't have time. Board members have always been invited, though the meetings were typically held for active volunteers only (to focus time with CDS). Design to inform the board and assist the board, but not to supercede the board. iv. Next steps will probably be to update the strategic plan. v. SPWG purpose is in the strategic planning resolution/board documents. 	All	

	<ol style="list-style-type: none"> 1. Define the working group vs. the committee for time span/scope. 2. Ellen has been the contact for CDS (not SPWG) <ol style="list-style-type: none"> vi. Clarify how the committees engage with the strategic plan. vii. Add to August agenda to discuss SPWG original resolution, strategic plan, etc. <p>b. Market Study</p> <ol style="list-style-type: none"> i. Confirmation from Marcia that she can update the market study for \$300 per site, but there will be two different square footages for each assessment. ii. Board needs to decide how many sites we want to update. Amy emailed Jacqueline Hannah didn't have a specific recommendation, but she thought 2-4 was good. iii. <u>Board decided to get an update for three sites.</u> Amy and Ellen will consult the map again and select the three sites. (Will have variety) 		
7:00-7:30 Action	<p>2. Annual Meeting/FCI Visit</p> <p>a. Schedule/Agenda</p> <ol style="list-style-type: none"> i. Stuart is scheduled to come out. ii. Tentative schedule still stands. iii. Will have a board dinner with Stuart iv. Will have an info session v. Will have a volunteer retreat vi. Annual meeting will be held at Wix - also the same day of the farmer's market <p>b. Annual Meeting Planning</p> <ol style="list-style-type: none"> i. Montavilla Food Co-op is on a list of organizations who could have a student worker/intern ii. Amanda volunteered to do the coordination <ol style="list-style-type: none"> 1. Include what types of reports will be provided 2. Need a ballot system 3. Candidate statements iii. Ellen will explore the option of having dinner at her house <p>c. Nominations/Elections Planning</p> <ol style="list-style-type: none"> i. There are web-based voting tool. Do our bylaws allow for electronic voting? ii. Ask Jacqueline if she has an opinion on mailing vs. electronic ballots. iii. Could talk to Katherine about her involvement and if she is interested in being involved again this year. Also ask about Bruce and Chiara. Reach out to Radiah as well. 	Amy, All	
7:30-7:40	BREAK		
7:40-8:20 Discussion	<p>3. Succession Planning</p> <p>a. Board Terms</p> <ol style="list-style-type: none"> i. Amanda will reach out to Katherine and ask what she can commit to. 	All	See Board Terms

	<ul style="list-style-type: none"> ii. Recruitment: Will contact CASH OR, OPANO, People’s, METBA, East Portland Chamber of Commerce, Rosewood, JOIN <ul style="list-style-type: none"> 1. Need to develop a recruitment 2. Look into community colleges/local universities <ul style="list-style-type: none"> a. <u>Ellen will call PCC and update the contact information on the community contact and look into doing something similar with PSU</u> <p>b. Webinar on recruiting board members (Simone)</p> <ul style="list-style-type: none"> i. Webinar on strategic board recruitment on how to build a strategically composed board. <ul style="list-style-type: none"> 1. Advocates for casting a wide net to improve board diversity. 2. People can be generous in different ways (time, money, skills). Those recruiting should have a tiered list of priorities (skill sets vs. demographics). Need one quality that everyone they are recruiting shared (e.g., food justice, food policy, etc.) 3. Ask for feedback on the thing we are struggling with, don’t straight up ask for their time/willingness to volunteer. 4. Have a values discussion. 5. Ask people to serve as a volunteer first and see how they perform with the group 6. Have written expectations 7. Bring people on in groups ii. Don’t ask too soon or never ask at all iii. Need people who are committed to having a full service food cooperative grocery store in Montavilla iv. Simone will share her notes from the webinar 		
8:20-8:50 Action	<p>4. IT contracting/database support follow-up</p> <p>a. Contract language</p> <ul style="list-style-type: none"> i. <u>Board approves the contract language</u> ii. The signatories would be the President and the contractor iii. President will meet with contractor and will work out a method for reporting time (e.g., how much time was spent on specific points, challenges, etc.) iv. <u>Amy will send the contract to Amanda Morse and connect her with the President to arrange a meeting to finalize the details.</u> <p>b. Supervision</p> <ul style="list-style-type: none"> i. The President will approve timesheets, etc. ii. The Treasurer will write the paycheck iii. The Board will ask Juli Rush to be the point of contact for the contractor. <u>Amy will ask.</u> iv. The 60 hours should be mostly sufficient. There will then be the option for renewing the contract with more hours. 	All	App C

8:50-9:00 PM	MEETING REVIEW
Discussion	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 3. Next meeting agenda -Thursday, August 25, 2016 <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