

The Montavilla Food Co-operative (MFC) Board of Directors met on November 19, 2015 at 6:30 p.m. at Milepost 5, at 580 NE 81st Ave., Portland, Oregon.

1. Call to Order, 6:36 pm (Amanda Lamb)

Voting Directors Present: Ben Cutler, Sarah Kutil, Amanda Lamb, Katherine Lim-Pedery, Simone Rede, and Ellen Rubinstein.

Voting Directors Absent: None.

Others Present (non-voting): Rebecca Andersson, Bill Glenn, Amber Peoples, and Amy Reaney

1. 2. Check-in

1. 3. **Approval of the Minutes of October 22, 2015.** The Board approved the Minutes of October 22, 2015 with the following changes: Add note in section 6 indicating that the Treasurer and President will continue to be signatories for the Board; and clarify that Simone Rede's appointment to the Board is an interim appointment for the 2015-2016 Regular Session.

1. 4. **Approval of the Agenda** (Amanda Lamb). The Board approved the agenda with the following change: Add subsection (e) to Section 8, Strategic Planning Report.

1. 5. **Reports of Directors**

- a. Recap of Board Retreat. Attendees of the Board Retreat discussed benefits and goals for future board retreats.
- a. Board priorities for 2016 (Amanda Lamb). President Lamb set forth seven priorities for the Board for the coming year: (1) revising Board policies to increase accessibility; (2) develop code of conduct and identify expectations of Board members; (3) fill all Board positions; (4) develop organizational capacity checklist; (5) provide direction for outreach; (6) identify end goals; and (7) clarify organizational IT needs. The Board discussed the priorities and determined that at the next meeting, we should address developing a Board code of conduct and amending Board policies.
- a. Member outreach (Amanda Lamb). The Board discussed the process in place for reaching out to new members and which committee or committees should have primary responsibility for this task. It was recognized that a lot of coordination between committees is needed to accomplish this. It was suggested that this may be a task to be addressed

through the establishment of a working group within the Outreach Committee.

1. **6. Education Discussion.** The Board unanimously approved moving this agenda item to the end of the meeting.

1. **7. Break.** The Board unanimously approved working through the break.

1. **8. Recommendations and Reports of Committees**

a. a. Business Committee Report (Katherine Pedery). Nothing to report.

a. b. Information Technology Committee Report (Ben Cutler). The IT Committee met last week and discussed the idea of more centralized communication. Katherine Lim-Pedery asked that the Committee consider its budgetary needs because committee budgets will be due in late January for adoption in February and implementation in March

c. Nomination Committee Report (Ben Cutler). The nomination committee is hoping to add another Board member at the next meeting and also indicated that Amy Reaney will be applying for Board membership as well. Ben Cutler introduced Rebecca Andersson for nomination to the Board. The Board discussed her background and interest in joining the Board. The Board voted to appoint Rebecca Andersson to the Board as an interim appointment for the 2015-2016 Regular Session.

a. Outreach Committee Report (Simone Rede). The Outreach Committee distributed thank you cards to all members. Outreach launched a new membership campaign. The Committee will be addressing a bridge budget and 2016 budget.

a. Strategic Planning Report (Ellen Rubinstein). Strategic Planning obtained the market study and will be working to determine how much time is left on the CDS consulting contract.

1. **9. Old Business**

a. a. Res. Amending the Board Rules and Committee Policies to Reorganizing Strategic

b. Planning and Education as Committees (Amanda Lamb). The Board tabled this

c. agenda item to the next meeting.

1. **10. New Business**

a. Member Bill Glenn discussed a proposal to donate books to the Vestal PTA in the name of MFC. This item was not on the Agenda, but the Board discussed

this proposal, suggesting that if the donation is done in the name of MFC, someone from the Board or the Outreach Committee should likely be involved.

- b. Clarify Simone Rede term (All). The Board discussed this agenda item in the context of approval of the minutes of the October 22, 2015 meeting.
- c. Discuss membership payment options (Ben Cutler). The Board discussed minimum payment options for memberships the prospect of setting up a system for donation of memberships. The Board tabled further discussion of these issues.

- 1. **11. Suggestions for Next Agenda.** No discussion.
- 2.
- 3. **8:39pm, Adjourned to the Regular Meeting of Thursday, December 17, 2015**
- 4.
- 5. **Executive Session, Call to Order, 8:43pm**
- 6.
- 7. **Executive Session, Adjournment, 9:00pm**

Minutes approved by: Sarah Kutil, Secretary
<date>