

Montavilla Food Co-operative Board of Directors

Thursday, April 21, 2016
6:30 pm to 9:00 pm

Milepost 5
850 NE 81st Ave, Portland

MINUTES

6:30- 6:35 PM	CALL TO ORDER INTRODUCTIONS, ANNOUNCEMENTS, AND PUBLIC COMMENTS		
	Board Members		Others
	Amanda Lamb	X	
	Andreas Moppin		
	Amy Reaney	X	
	Simone Rede	X	
	Ellen Rubinstein	X	
	<ul style="list-style-type: none"> Portland Nursery will donate “gifts” for volunteer appreciation party 		

6:35-6:45 PM	CONSENT AGENDA	Lead	Doc(s)
Action	1. Approval of the agenda for April 21, 2016 <ul style="list-style-type: none"> Regarding using a consent agenda: <ul style="list-style-type: none"> Board needs to read docs ahead of time Committee chairs need to identify items worthy of discussion ahead of time and make sure they are part of the regular agenda (not in the consent agenda) Strategic planning will often be on regular agenda in addition to being on consent agenda After deciding to move “Strategic Planning” from the consent agenda to the regular agenda, <u>the Board approved the agenda for this meeting.</u> 	Amanda	
Action	2. Approval of meeting minutes from March 24, 2016 <u>The Board approved the minutes from March 24, 2016.</u>	Amanda	
	3. Committee and working group reports		App A
	a. Business committee	Amy	
	b. Outreach committee	Simone	
	c. IT committee		
	d. Website working group	Amanda	
	e. Strategic planning working group	Ellen	
	f. Member onboarding working group	Simone	

6:45 - 8:50 PM	REGULAR AGENDA	Lead	Doc(s)
Discussion	Strategic planning working group <ul style="list-style-type: none"> CDS sent us cost for a package of services as well as Ben’s hourly rate; the group is reviewing the numbers and will make a recommendation to the board regarding the best way to continue our work with CDS Highlights from yesterday’s discussion with Ben S. from CDS: 	Ellen	See App A

	<ul style="list-style-type: none"> • Skills/experience we should seek in new board members: key attributes are passion, energy, and time. • Professionals with specific expertise (e.g., legal, accounting) can be helpful, but we should always hire/depend on outside experts for the final “say” • To help retain MFC’s institutional knowledge when Board members leave: <ul style="list-style-type: none"> ○ We should develop a process departing board members follow, including documenting key information they have, such as passwords ○ We should develop a series of questions we send departing board members in advance and then a remaining board member should conduct an exit interview with a departing member. ○ While it’s important to retain historic info about the co-op we should remain open to new people bringing new ideas and a new “feel” to the co-op • SPWG is starting to update MFC’s overall strategic plan. 		
6:45-7:10 Action	<p>1. Resolution to adopt the organizational budget</p> <ul style="list-style-type: none"> • In-kind contributions <ul style="list-style-type: none"> ○ Will not be tracked in QuickBooks; if needed, the business committee will create another spreadsheet to track them ○ Tracked for planning puposes ○ Can just use a form, with instructions to volunteers to turn info over to business committee ○ Business committee’s responsibility is to record info; person who collects the donation is responsible for gathering relevant info about the donation, including the form • Change “membership/volunteer recruitment” to “outreach support.” • After making minor revisions to the draft budget, <u>the Board adopted the organizational budget for the next fiscal year.</u> 	Amanda, All	App B
7:10-7:30 Action	<p>2. Resolution to adopt Board Policies</p> <ul style="list-style-type: none"> • The Board made some changes to the draft policies, including: <ul style="list-style-type: none"> ○ Added: the Board agrees to speak with one voice and adhere to the concept of Board whole-ism. ○ Added: Board agrees to disclose any conflicts of interest. ○ Deleted: person with conflict of interest shall abstain from the conversation • <u>The Board adopted the new board policies.</u> 	Amanda, All	App C
7:30-8:00 Discussion	<p>3. Board meeting expectations and potential changes</p> <p>a. Board working agreements <u>The Board approved “MFC Board Working Agreements and Meeting Expectations” as a living document and agreed to revisit the document at the next meeting.</u></p> <p>b. Committee Reports <u>The Board approved “Committee Reporting Requirements” as a living document and agreed to revisit the document at the next meeting.</u></p>	Amanda, All	App D App E
8:00-8:10	BREAK		

8:10-8:30 Discussion	4. Organizational capacity and needs <Tabled for next meeting>	Amanda, All	App F
8:30-8:50 Action	5. Proposal to enter into contract <ul style="list-style-type: none"> Responsibility for/oversight of the database likely falls at the Board level. The Board separated the consideration of marketing support portion of the proposal from the database support portion. <u><i>The Board rejected the proposal to enter into contract.</i></u> 	Amanda, All	App G
The board adjourned the meeting at 9:26pm.			

8:50-9:00 PM	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? <No discussion this month >	
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? <No discussion this month >	
Discussion	3. Next meeting agenda -Thursday, May 26, 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? <No discussion this month >	

COMMITMENTS (STATUS UPDATES)			
Start Date	Action Item	Director Assigned	Status
04-21-2016	Create a new version of the scope for MFC database support (RFP-type document) for the next board meeting	Amanda	NEW! Not started
04-21-2016	Research member database software, and outside database support, used by other co-ops	Amanda, Ellen	NEW! Not started
04-21-2016	Ask committees what database support they need	Simone, Amanda, & Ellen	NEW! Not started
04-21-2016	Work on a system to collect attendee info at the pancake breakfast.	Simone, Amanda, & Ellen	NEW! Not started
03-24-2016	Contact Amanda if interested in attending CCMA conference by 3/30 so we can apply for scholarship - Heard none	All	Completed
03-24-2016	Contact CDS to ask about "as needed" consulting option	Ellen	In progress
02-25-2016	Develop "job" descriptions for open volunteer positions - IT, volunteer coordinator, etc.		Not started
02-25-2016	Contact past volunteers to see if they would be interested/willing to take notes during board	Ellen	In progress

	meetings		
02-25-2016	Recruit for open board positions <ul style="list-style-type: none"> ● contact CASH Oregon ● contact Alissa Keny-Guyer 	Amanda	Not started
02-25-2016	Coordinate a meeting with other co-ops	Amanda	Not started
02-25-2016	Website clean-up	Amanda	In progress
01-28-2016	Finalize Membership Engagement Working Group	Simone	Completed
	Board will develop talking points/guidance for volunteers—what they should and should not include. Will alleviate the need for Board members to micromanage volunteers.		

Approved by:
Ellen Rubinstein, Acting Secretary
May 27, 2016