

Montavilla Food Co-operative Board of Directors

Thursday, May 26, 2016
6:30 pm to 8:30 pm

Milepost 5
850 NE 81st Ave, Portland

MEETING 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"> • Andreas has sent the Board President his resignation • The Info Session last Saturday went very well—the group had a very good discussion • Going forward, the Outreach Committee report will include an updated number of members as part of its monthly report under the consent agenda 			

6:35-6:45 PM	CONSENT AGENDA	Lead	Doc(s)
Action	1. Approval of the agenda for May 26, 2016 <u>The Board approved the agenda for this meeting</u>	Amanda	
Action	2. Approval of meeting minutes from April 21, 2016 <u>The Board approved the meeting minutes from April 21, 2016</u>	Amanda	App A
	3. Committee and working group reports		App B
Discussion	a. Business committee	Amy	
Discussion	b. Outreach committee	Simone	
Discussion	c. IT committee		
Discussion	d. Website working group	Amanda	

6:45 - 8:50 PM	REGULAR AGENDA	Lead	Doc(s)
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<p>6:45-7:00 Discussion</p>	<p>1. Strategic planning working group (SPWG) update</p> <p>a. CDS contract</p> <ul style="list-style-type: none"> ● SPWG is still considering our options ● Docs Ben S. has sent have been very helpful; CDS library is very resourceful ● Outreach Committee doesn't anticipate needing meeting time w/ Ben S.; Board President doesn't see any need to meet with Ben S. in the immediate future, but would like to maintain the option to consult with him as needed ● Board and SPWG want CDS to lead us more—do more than react/answer the questions we generate ● Board and SPWG think CDS's hourly better option is a better choice for the remainder of CY2016 ● Board suggested SPWG (and MFC in general) consider local CDS resources for specific issues/ topics/meetings ● Working w/ Jacqueline Hannah from FCI re: ideal square footage for store. From there, we'll understand how many members we need to open, and then we'll be able to develop a timeline and update the strategic plan ● Timelining exercise will be led by SPWG and be open to the board <p>b. Market study information sharing</p> <ul style="list-style-type: none"> ● We owe outsiders an update on the market study update: Ellen will statement to Tina to post on website about market study results 	<p>Ellen</p>	
<p>6:00-7:30 Action</p>	<p>2. MFC Development Timeline</p> <ul style="list-style-type: none"> ● Graphic is for information purposes only and is subject to change ● Board members will submit comments/changes to Amanda; Amanda will update the graphic and then post it on MFC's website 	<p>Amanda, All</p>	<p>App C</p>
<p>7:30-8:00 Action</p>	<p>3. IT contracting/database support follow-up Board meeting expectations and potential changes</p> <ul style="list-style-type: none"> ● Board made changes to draft contract ● Board members to follow-up with other area co-ops to learn about their database systems, hear their recommendations 	<p>Amanda, All</p>	<p>App D</p>
<p>8:00-8:10</p>	<p>BREAK</p>		
<p>8:10-8:30 Discussion</p>	<p>4. Organizational capacity and needs</p> <ul style="list-style-type: none"> ● Standing committees versus ad hoc committees: ad hoc committees may form as needed by standing committees ● Amanda will reform list as a "problems statement" 	<p>Amanda, All</p>	<p>App E</p>
<p>8:10-8:30 Discussion</p>	<p>5. Review commitments table <Updated below></p>	<p>All</p>	<p>Below</p>
<p>8:30-8:50 Action, if needed</p>	<p>6. Old business - any changes to the following working docs?</p> <ul style="list-style-type: none"> a. Board Policies b. Board working agreements c. Organizational capacity and needs <p><No discussion this month></p>	<p>All</p>	

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, June 23, 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? 	

COMMITMENTS - Do this before the “Meeting Review” (STATUS UPDATES)			
Start Date	Action Item	Director Assigned	Status
05-26-16	Develop template for posting open volunteer and paid position	Simone	NEW! Not started
05-26-16	Update organizational capacity and needs list to be shown as “problems statements”	Amanda	NEW! Not started
05-26-16	Contact other local grocery co-ops regarding the database systems they use and recommend	Amanda—Food Front Ellen—People’s (Ellen)—Alberta	NEW! Not started
05-26-16	Develop statement about market study findings to post on MFC’s website; post	Ellen	NEW! Not started
04-21-2016	Create a new version of the scope for MFC database support (RFP-type document) for the next board meeting	Amanda	In progress
04-21-2016	Research member database software, and outside database support, used by other co-ops	Amanda, Ellen	In progress
04-21-2016	Ask committees what database support they need	Simone, Amanda, & Amy	In progress
04-21-2016	Work on a system to collect attendee info at the pancake breakfast.	Simone, Amanda	In progress
03-24-2016	Contact CDS to ask about “as needed” consulting option	Ellen	In progress
02-25-2016	Develop “job” descriptions for open volunteer or paid positions - IT, volunteer coordinator, etc.	Simone et. al.	In progress

02-25-2016	Contact past volunteers to see if they would be interested/willing to take notes during board meetings	Ellen—tried Amy—will try another member	No response from the past volunteer contacted.
02-25-2016	Recruit for open board positions <ul style="list-style-type: none"> • contact CASH Oregon • contact Alissa Keny-Guyer 	Amanda	Not started: high priority; will announce opening at Pancake Breakfast
02-25-2016	Coordinate a meeting with other co-ops	Amanda	Not started: low priority for MFC, tho we're willing to help if others take the lead
02-25-2016	Website clean-up	Amanda	In progress
	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.	Ellen forwarded FAQ type document, that includes Ben S's edits, to the Board	Done

The meeting adjourned at 9:08 pm.