

Montavilla Food Co-operative Board of Directors

Thursday, June 23, 2016
6:30 pm to 9:00 pm

Milepost 5
850 NE 81st Ave, Portland

REGULAR MEETING AGENDA

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		
	<ul style="list-style-type: none"> ● FCI grant needs signed. Amy will arrange. Have \$5000 to spend roughly how we choose. Print, sign, scan, send it on. Email Amy with any questions ● No responses on volunteers for taking meeting minute notes. Need to keep reminding volunteers. 		

6:35-6:45 PM	CONSENT AGENDA <u>Consent agenda is approved</u>	Lead	Doc(s)
Action	1. Approval of the agenda for May 26, 2016	Amanda	
Action	2. Approval of meeting minutes from April 21, 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	

6:45 - 8:50 PM	REGULAR AGENDA	Lead	Doc(s)
6:45-7:00 Discussion	1. Committee/work group update <ul style="list-style-type: none"> a. Strategic planning working group update <ul style="list-style-type: none"> i. Amy sent an email chain with Ellen re. CDS contract. MFC has informed CDS we don't need the full contract, but not sure we can do hourly contracting. Can identify a number of hours we'd like to contract for. ii. Recommend having a conversation with Ben and Bill about the next steps for us. iii. Board members will read the email sent, and send thoughts to Amy/Ellen. iv. Amy/Ellen will move forward with CDS and make a recommendations to the Board. b. Business committee <ul style="list-style-type: none"> i. See pro forma discussion c. Outreach committee <ul style="list-style-type: none"> i. Outreach had a work session on Monday. Attempted to identify current resources/tools. Didn't get to budget 	All	

	<p>and reengaging non-members who attended the pancake breakfast. Still working with civi-related issues.</p> <ul style="list-style-type: none"> ii. Volunteer coordinator need is a persistent need. iii. No longer have volunteer for member onboarding, need help with newsletter, and Civi. Can we spend some money on paid help? <ul style="list-style-type: none"> 1. May need some instructions on how to enter data and send member onboarding/outreach. iv. Potential Civi volunteer came to the meeting. <ul style="list-style-type: none"> 1. <u>Need to get him access to Civi.</u> v. Potential to reinvigorate tech committee? With volunteers including the membership coordinator, website redesign folks, Civi coordinator, etc. vi. Another option is to hire IT assessment <ul style="list-style-type: none"> 1. <u>Amy will approach a friend with a project idea.</u> 2. <u>Simone will also approach a friend</u> vii. Also need to follow-up on member onboarding. viii. Amanda has reached out to Food Front and Ellen has reached out the People's(?). Will continue communicating. ix. <u>Add data entry work to the organizational capacity list (AL)</u> <ul style="list-style-type: none"> 1. Member info automatically uploaded into the database 2. <u>Put data entry need on Facebook</u> 3. If we can upload data into Civi from Excel, it is much easier to train. <p>d. Volunteer appreciation follow-up</p> <ul style="list-style-type: none"> i. \$542 (\$42 over budget) ii. Encourage board members to make donations 		
7:00-7:30 Action	<p>2. Annual Meeting</p> <ul style="list-style-type: none"> a. Date <ul style="list-style-type: none"> i. Our FCI grant includes a visit from Stuart. We are going to schedule bringing him here. Potential to combine his visit with the annual meeting. ii. Annual meeting traditionally in September, but propose October. iii. Board reviewed proposed schedule (App D), and voted to adopt the proposal iv. Need to start planning the event <ul style="list-style-type: none"> 1. Election - having nominees, mailing ballots to all member (can it be done online?), vote on any changes to the bylaws 2. Event planning 3. Will talk about planning the annual meeting in more detail next meeting (<u>place on agenda</u>) b. Stuart Reid (FCI) visit? <ul style="list-style-type: none"> i. <u>Doodle poll to schedule</u> - full board + Stuart 	Amy, All	App D
7:30-8:00 Action	<p>3. Pro Forma inputs</p> <ul style="list-style-type: none"> a. Store size <ul style="list-style-type: none"> i. Need to know target store square footage as step one for making many other decisions. Strategic planning has been talking with Jacqueline about how to find sq ft from 	Amy, All	App E

	<p>the market study. Had a conference call with Marcia on store size.</p> <ol style="list-style-type: none"> 1. Market study was specific to the store size the board had identified, and only for those areas. Also makes some assumptions about product mix. 2. Suggested minimum 4000 sq ft and max 6500 (retail sq ft.) <ol style="list-style-type: none"> a. 4000 sq ft allows most products, but limited, and maybe not a deli, bakery, butcher b. 6500 would be “full service”, along with more conventional products, plus deli, bakery, etc. More “one stop” c. “Other” space, like community space d. 5600 sq. ft. or smaller is more of a specialty store e. If we want to change the target sq footage for the market study, will need to do it soon f. Development cost for a larger store is significantly higher \$150-300/sq ft. 3. Peoples and Alberta are 2000 sq ft, very small. Burnside Whole Foods 7200, Zupans on Belmont 11,200, QFC 21,000 sq ft. ,Green Zebra on Lombard is 5500 <p>ii. City of Portland will do a market study for small businesses.</p> <p>iii. Pro forma is a plan through the retirement of all debt that is accumulated in order to open. The Board is an audience, as are members, potential landlords/lenders, etc.</p> <ol style="list-style-type: none"> 1. The goal is to prove that we can acquire needed capital, get sufficient revenue, and pay off our debt over time 2. Typically have half of opening capital from members (membership equity + donations + loans) 3. Will use 5600 sq. ft. in this first iteration of the pro formas. <p>iv. Proposal to move forward with pro forma at 5600 space, order additional information from the market study at 6500 sq ft</p> <ol style="list-style-type: none"> 1. Potentially ask for information on lower sq. ft - Amy will ask for cost on adding this 2. Mechanisms to ask members/community for input <ol style="list-style-type: none"> a. Blue dot activity at annual meeting and at the farmers market 		
8:00-8:10	BREAK		
8:10-8:30 Discussion	4. Talking points/FAQs <ol style="list-style-type: none"> a. Will become an Outreach committee document that can be edited/changed as needed. Will also replace the current FAQ pages. 	All	App F

	<ul style="list-style-type: none"> b. <u>Amanda will take the comments/changes to the website group for further refining.</u> c. Website working group is prioritizing 1.) fixing/updating broken or outdated pages, building content for the development timeline, and redoing th FAQs. 		
8:30-8:40 Discussion	<p>5. Organizational capacity/needs</p> <ul style="list-style-type: none"> a. Purpose of the document: A to-do list, not the strategic plan. b. Board members/committees should continue moving forward <ul style="list-style-type: none"> i. Board member commitments (table below) as a separate document c. Add to consent agenda for future meetings <ul style="list-style-type: none"> i. Number the items in the document d. Priority: Visioning <ul style="list-style-type: none"> i. Board goes through a visioning process, can be done in a weekend work session <ul style="list-style-type: none"> 1. Can then work with Outreach people on what guidance they need from the board ii. Set relationship building goals - go through a mapping exercise iii. Can bring in an equity/diversity coordinator/facilitator in for phase 2 iv. <u>Simone is going to set up a weekend work session.</u> Will try to have this scheduled by the end of August. 	All	App F
8:40-8:50 Discussion	6. IT contracting/database support follow-up	All	

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, July 28, 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

COMMITMENTS - Do this before the "Meeting Review" (STATUS UPDATES)			
Start Date	Action Item	Director Assigned	Status
5-26-2016	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.	All	In progress
04-21-2016	Create a new version of the scope for MFC database support (RFP-type document) for the next board meeting	Amanda	Completed
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, & Ellen	NEW! Not started

04-21-2016	Work on a system to collect attendee info at the pancake breakfast.	Simone, Amanda, & Ellen	Completed
03-24-2016	Contact CDS to ask about "as needed" consulting option	Ellen	Completed
02-25-2016	Develop "job" descriptions for open volunteer or paid positions - IT, volunteer coordinator, committee chair, etc.	Simone (develop template)	In progress
02-25-2016	Contact past volunteers to see if they would be interested/willing to take notes during board meetings	Amy	In progress
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	Tabled
02-25-2016	Website clean-up	Amanda	In progress