

Montavilla Food Co-operative Board of Directors

Thursday, September 22, 2016
6:30 pm to 8:30 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	
	Katherine Pedery	X	
	Amy Reaney		
	Simone Rede	X	
	Ellen Rubinstein	X	

6:35-6:45 PM	CONSENT AGENDA <u>Consent agenda is approved</u>	Lead	Doc(s)
Action	1. Approval of the agenda for September 22, 2016		
Action	2. Approval of meeting minutes from August 25, 2016		App A
	3. Committee and working group reports		App B
Discussion	a. Business committee - no report		
Discussion	b. Outreach committee - no report		
Discussion	c. IT committee - no report		
Discussion	d. Website working group - no report		

6:45 - 8:50 PM	REGULAR AGENDA	Lead	Doc(s)
6:45-7:00 Discussion	1. Committee Updates <ul style="list-style-type: none"> ● Strategic Planning <ul style="list-style-type: none"> ○ Structure might change to be more board-driven <ul style="list-style-type: none"> ■ With significant committee involvement ○ Board can focus on volunteer retention in 2016-2017 ○ Strategic plan will be built after the timelining exercise ○ Would like to help outreach help with budget ● Outreach <ul style="list-style-type: none"> ○ Could use a script from the Yes for 97 and the concept of figuring out what people are passionate about and then talking about how the co-op contributes to the solutions (e.g., food access, economy, and environment). The asks are then join, display lawn sign, and/or volunteer. <ul style="list-style-type: none"> ■ Figure out a way to track 	Ellen, Simone	

	<ul style="list-style-type: none"> ○ Talked at outreach about how to build to community <ul style="list-style-type: none"> ■ Do food-related work (e.g., soup kitchen) ■ Figure out space for a community garden ○ How to move forward with Simone stepping down as chair, like planning things in smaller teams, instead of one large outreach committee. ○ There was a commitment at one point to scheduling a work session for the board on diversifying our partnerships in the community. That didn't happen. <ul style="list-style-type: none"> ■ Outreach has created a list of organizations 		
7:00-7:45 Discussion/Action	<p>2. Update on Annual Meeting/Elections</p> <ul style="list-style-type: none"> ● Review Annual Report - final draft <ul style="list-style-type: none"> ○ For volunteer needs, call them "needs" instead of positions ○ Get all additional feedback to Amanda by Wednesday, it will go to the printer ● Review/approve event budget - approved ● Review event planning timeline <ul style="list-style-type: none"> ○ Note the outreach committee promotion: Bring a guest, enter a drawing ○ Confirm the space capacity ○ Ask people to wear their t-shirts ○ Give a prize for how many people people refer (distillery) - becomes an overarching theme for a year <ul style="list-style-type: none"> ■ Also tied to volunteers ■ Ask Tina to add a field to the online form ■ Make it publicly competitive ■ Also have a 1st/2nd runner up prize - the board would contribute to the prize ● Review mini-retreat content ● Approve final event schedule <ul style="list-style-type: none"> ○ Board dinner: Simone is not available to attend. <ul style="list-style-type: none"> ■ Will start at 3 or 4? ■ What is the content? What questions do we have? <ul style="list-style-type: none"> ● How can we expedite our growth? (urban community-specific) - volunteer engagement, membership, etc. ● Community diversity/equity and co-ops - what is the relationship? ● Volunteer recruitment and retention and onboarding <ul style="list-style-type: none"> ○ How do you have a critical mass to train all at once? ○ How many touches does it take? 	Amanda	App C, D, E, F

	<ul style="list-style-type: none"> ○ How many in-person conversations? ○ How do we avoid burnout? ○ Annual meetings: <ul style="list-style-type: none"> ■ Invite people to stay for the mini-retreat ○ Volunteer mini-retreat <ul style="list-style-type: none"> ■ What does Stuart know that we want others to hear? <ul style="list-style-type: none"> ● Why is this taking so long? ● What's going on with other development in our neighborhood? ■ Amanda will compile all questions for Stuart - send any additional questions by Wednesday ■ Board needs to send out an invitation to committee members - ask them to spread the word - ask to RSVP <ul style="list-style-type: none"> ● Ask for list of volunteers from Theresa ● Elections update <ul style="list-style-type: none"> ○ No ballots returned yet ○ So far, if all the votes are from member-owners, we have made quorum ○ Amanda will send out a reminder ○ Amanda will also do the reconciling 		
7:45-8:00	BREAK		
8:00-8:40 Discussion	3. Review Board Strategies for 2015-2016 <ul style="list-style-type: none"> ● Accomplishments <ul style="list-style-type: none"> ○ Did not address diversity/equity this year, would like to talk to Stuart. ○ Need to concentrate on building up the board ○ Have not created a "vision" statement ○ IT needs and integration <ul style="list-style-type: none"> ■ Have a potential volunteer in the wings that could help ■ Need to make sure to engage Amanda ○ Volunteer recruitment and retention and engagement ○ Create the list of tasks and put it in the board's part of the strategic plan <ul style="list-style-type: none"> ■ Put on the board agenda quarterly ● Strategies for 2016-2017 <ul style="list-style-type: none"> ○ Tabor Space rooms are available starting in January ○ Fourth Monday of the month? First would be November 28th. Will need to reschedule December. 	All	App G
8:40-8:50 Discussion/ Action	4. Plan for October <ul style="list-style-type: none"> ● October board meeting <ul style="list-style-type: none"> ○ Will combine the timelining event and the October board meeting - working on scheduling ● Timelining work session 	All	

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?
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?
Discussion	3. Next meeting agenda <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