

## **High Falls Food Co-op October 2016 Board Agenda**

**Welcome and Announcements** - \*In attendance were MaryJo, Steve Goodman, Adriana Magaña, Ilona Ross, Chris Cruz, Dglas Boyce, Kenny Rowe

**Approval of last month's minutes-** Ilona motioned to recommend, MJ seconded.

### **New Board Member Nomination and Election: Douglas Boyce**

Douglas talked about his interest in being on the board and why he is interested in the Co-op. He has a promotion and design background and would like to work with Daisha on membership. \*HFFC BOD motioned to elect Dglas as board member and he was unanimously voted in. Welcome Dglas!

\*Some info may be missing as part of saved notes were lost.

### **Project Check-In and Scheduling**

**Compensation Review and Employee and Operations Manual-** Jodi reports that the **Employee and Operations Manual** are being edited and will be sent to the lawyer before publication. **Compensation Review** will proceed with Jodi and Holly. Topics: paid time-off (including for part timers) and bonuses. At the end of the year the minimum wage goes to \$9.70 - We will at that time already be at \$10 starting pay and everyone's pay rate will go up accordingly. Ruth typed up a memo to let cashiers and assistants know that they would be receiving a pay increase. **Health Insurance** - Ruth is looking into how part timers can purchase health insurance. Our first operations manual is completed and has been distributed and in use by cashier staff. **MaryJo** commented on compensation - She visited a co-op in Maine (Belfast)

where they don't talk about themselves as employees but rather member owners and each get dividends. Potential idea for rewarding employees for good work could potentially be something like this. **Re-Usable Packaging initiative** - Jodi talked to Ruth and Sibyl to find the right packaging.

**Member email communication project**- Coming up! Jodi is planning to meet with Jake, Daisha, James about collecting emails and other member info. We need a place in the store to get that info from people. Info/membership table right outside the door was proposed. It would only be suitable in nice weather. Staff is presently working on a prompt to gather people's email. Douglas suggested making a shelf over the carts for member info.

**Potlucks and events** - James had said that the Sept newsletter had 250 out of approx. 1000 people open it online. We all agreed that the 40th anniversary party was a great success! We all agreed to keep the good feelings going and a concept came up to continue momentum by creating members gatherings and more parties in general. Ideas put out to the group were: cooperative brunches, skill shares,

activities for kids etc. We will be videoing farmers and other contributors to the HFFC for future newsletters. We need to let everyone know that we are looking for videographers and other experienced people to come on board as working members to take our co-op to the next level. Steve will promote that the co-op will be doing a member event so keep your eyes peeled for good things to come. **What it means to be a cooperative** - Again MaryJo commented on the co-op in Belfast, Maine that had all kinds of events throughout the year.

**Food and ingredient standards** - Kenny and Adriana will work on a statement of initiative that the board will approve. should we have an event in the middle of winter for vendors?

**Newsletter** - Next article about why organic is expensive. \*Ideas for how to make co-op cheaper. Buying club info?

**POS full implementation and reports**  
**2017 Budget, audit preparation**  
**By-laws (mission and vision statements included)**

**Next board meeting: November 28th @ 5:30 @ The Barnabas?**

**Action items from September Board Meeting:**

1. Finance and Mission Effectiveness Committee:

-Matt will work with Jake to research and develop POS reports

-Research for compensation review continuing in October

2. Member communication:

-Adriana will get minutes from Ilona, Donna, Ruth and post online

-Website will be updated and warmed up by James, Adriana will assist

-Jodi, Jake and Daisha will meet to develop system for collecting,  
compiling,

updating and reporting member information

-Develop "Welcome to the Co-op" letter that goes out to new members

-Staff will discuss getting ID Badges

4. Bridge Closing:

a. Maps showing detour

b. Remind people why they shop at the co-op (social media, newsletter

c. Bridge the Gap meetings--Jodi and Ruth will let board members know  
about meeting dates and times

5. Tent events: Offer therapists, herbalists, and other vendors an  
opportunity to participate for percentage of sales

6. 40th Anniversary Celebration!

7. Membership Orientation: we need a group to work on membership - if we collect member emails we could send out a monthly member orientation to new member/owners. We have many legal obligations to our members (voting on bylaws is one).

8. Handbooks, Manuals, and Documents: MaryJo will carefully review employee handbook with Ruth and Donna and begin by-laws research with Ilona

#### 10. Re-usable Packaging

*Statement of Initiative: We the board request and wholeheartedly support management's decision to recommend and purchase nontoxic and as locally sourced as available containers for soup, coffee, beverages and a plan to encourage shoppers to bring their own containers and bags by providing a bag/container refund.*

-Chris Cruz will get in touch with Equal Exchange about coffee cups and check into materials.

-Kenny will look for a local source: paperware, soup bowls, utensils, bags -Managers will consider re-usable bag credit