

Medford Co-Op Board of Directors meeting 11/19/19

1. Called to order at 5:30

Present: Anne Carter (GM), Roger Noyes, Fran Batzer, Kellie Hill, Patty Casebolt, Verne Underwood, Sarah Calhoun

Absent: Debi Boen

Recording: Sarah Calhoun

2. Minutes for previous meeting: Patty moved to accept, Fran seconded. Carried by voice.

3. No guests.

4. GM report: Anne

October sales are 99% of budget, with café sales 110% of budget and up consistently throughout the month. The owner drive in October did not meet expectations.

Policy Compliance: B3 Update: – Contracted with Dennett Consulting Group for PR services, starting in Feb. 2020. His proposal was not the lowest bid but was most closely aligned with what we were looking for. After some preliminary work by Anne and Halle, we will be looking for a date in February when the Board and managers can have a 2-hour meeting with him to develop a communication plan. It makes sense to do this before the Bylaw revision work is completed.

5. GM Monitoring Report: B7 Communications to the Board

Not much change compared with last year. Anne noted that we left item 6 in place even though we do not have a consent agenda, but in case we later want to establish one, this language is in place. No additional comments or questions came up.

6. GM monitoring: B7 Communications to Board

All items in this section were acceptable, no additional discussion.

7. Café acoustics review: Fran and Anne presented various acoustics options for the café, mainly involving softening one of the walls to help absorb sound. The options included wrapped canvasses for photos, cloth-wrapped acoustical panels, commercial sound boards, a mobile board as a partition that can be pulled out for meetings, hanging sound boards or sound baffles from the ceiling, a mobile plant room divider or folding divider between tables or between the kitchen and tables, a bamboo rug in the couch area, pillows on the chairs. All of it would have to pass code for washability. We don't want to use an option that makes a lot of extra work taking down fabric and washing it. There are specialists that can come in and assess where to put what for the maximum effectiveness.

Anne will look at the prices of the various options. Fran will send links out so we can look at the various options, and will check on the regulations about what can be used in a kitchen area, or whether there is a difference between use directly in the kitchen versus kitchen-adjacent. They will work on this early next year.

8. Charter revisions:

8.1 Annual Meeting Committee – Kellie submitted a revised policy based on discussion at our last meeting, including changing the name to the Community Engagement Committee. Verne moved to accept the revisions, Fran seconded. Fran and Sarah volunteered to be on this committee. There is also one co-op member who wants to be on this committee.

There was discussion regarding having the annual meeting in March instead of May because there is a lot going on in May. The annual meeting was moved indoors last year already, instead of having it with the fair in the parking lot – it did not seem to lower participation not to have something so visible going on as part of the meeting. Or, maybe we want to look again at October to coincide with the owner drive and outreach events. The new committee was tasked with presenting a proposal on this.

8.2 Finance Committee – this discussion was tabled for the next meeting.

8.3 Bylaw revision update – they had a meeting, there is another meeting on Friday the 22nd. “There is a lot to it” – we may quote Kellie on this.

9. Code of Conduct: Proposed new language taken from various sources was distributed. The policy should focus on what our responsibilities are, not on how we do everything. The compiled document was not edited, just put different topics together with samples of how other documents/organizations have addressed issues that are in our current code. Patty and Sarah will continue working on this and send out an edited version.

10. Hosting CBLD: the 2020 schedule is already set so the soonest we could be put on the schedule is for 2021. We agreed that we are interested in proposing ourselves as a site for this meeting.

11. Admin Assistant update: Anne distributed the job description that is up on the web site. It could be an offsite job, but it is also possible that there would be a computer open for use.

12. Jon Steinman introduction at the event tomorrow: Verne volunteered to do it. Jon will be in the store tomorrow between 11 and 1 as well as at the event in the evening in the café.

13. AFC Task Force: Ashland Food Co-op has chartered a 12-month research task force, and has requested that a member of the MFC board participate in this task force. Treasurer Roger Noyes has agreed to represent MFC on the AFC task force.

14. Board meeting day: should we go back to Mondays, since we only changed to Tuesdays for someone who is no longer able to attend? We will consider making the change permanent in December, and the next meeting will be Monday December 16 at 5:30 pm, Medical Eye Center.

15. Adjournment moved at 7:27 pm by Verne, second by Roger. Unanimous.