



# Board Meeting Minutes

## Tuesday, Nov 29, 2022; 6-8:30pm

**Facilitation:** Jenny **Minutes:** Gayle  
**Vibes/Celebration:** **Clean-up:** n/a **Scribe:** n/a

**Attended by:**

Board Members: Alysia, Eleanor, Marc, Alexis, Bruno, Brion

CM/Staff: Amina, Tamara, Forrest, Rachel, Zahra, Dusty, Charlotte, Gabi

Member-Owners: Chris

Guests:

**COMMITMENTS:**

	COMMIT MADE	DIRECTOR(S)	DUE DATE	COMMITMENT
1	9/28/22	Claire	12/22	Claire will let Jade know we're not joining Columinate and ask if she's still interested in being an independent consultant to us. <b>Pushed to December.</b>
2	3/22/22	Marc, Alexis	12/22	Marc & Alexis will create an agenda request to discuss future board self-monitoring. <b>Pushed to December.</b>
3	2/22/22	Claire	12/22	Claire will put together a proposal for a Work Session charter in the next month, and we can discuss it at a work session. <b>Pushed to December.</b>
4	8/23/22	Marc, Eleanor, Alysia	12/22	Marc will convene with Eleanor and Alysia to move the anti oppression discussion forward. Alysia took the AORTA class. UPDATE: Waiting to see what happens with the budget. <b>Next update will be at December meeting.</b>
5	10/25/22	Claire, Marc, Amanda, Brion, Alexis	12/22	Claire will follow up and figure out what would need to happen legally to change from discount to gift card. After that, Marc will convene with Amanda, Brion, and Alexis to discuss in-depth. Due in December.

6	10/25//22	Marc, Brion, Alysia	12/22	Marc, Brion, and Alysia will rework the budget line items after hearing back from CM on total budget allowance.
7	11/29/22	Eleanor, Brion, Marc, Alexis	12/22	Eleanor, Brion, Marc, and Alexis will further develop the content, logistics, collaboration with CM, and other details for a monthly email from Board to MOs.
8	5/24/22	Brion, Eleanor	1/23	Brion and Eleanor will get photos and recordings from Jinju's visit to Farmageddon. <b>Pushed to January.</b>
9	6/28/22	Brion, Eleanor	1/23	Eleanor will communicate with Rachel about places to park cash in alignment with our Ends, including CDs. <b>Pushed to January.</b>
10	9/28/22	Eleanor, Bruno, Marc, Alexis, Alysia	1/23	2023 End Selection Sub-Committee (Marc, Eleanor, Bruno, Alexis, Alysia) will reach out to Owners to select 2023 End focus. <b>Pushed to January.</b>

**DECISIONS:**

**DECISION: September minutes approved as submitted. (Abstained: Brion)**

**DECISION: October minutes approved as submitted. (Abstained: Brion)**

**DECISION: IMR 2.2 accepted as written with plans to get into compliance.**

**DECISION: IMR 2.3 accepted as written, with plan to get into compliance with 2.3.1.**

**DECISION: The Board authorizes the Board Officers to investigate a creative solution for either funding CBLD or additional Columinate training in 2023.**

**DECISION: Board will send out a monthly email to MOs.**

**NEW COMMITMENTS:**

Eleanor, Brion, Marc, and Alexis will further develop the content, logistics, collaboration with CM, and other details for a monthly email from Board to MOs.

**M-O FORUM:**

- None.

**CONSENT AGENDA:**

N/A

## **AGENDA REVIEW:**

- If time allows, discuss CBLD membership at end.

## **MINUTES APPROVAL:**

**DECISION: September minutes approved as submitted. (Abstained: Brion)**

**DECISION: October minutes approved as submitted. (Abstained: Brion)**

## **1) IMR 2.2 Treatment of Co-op Workers**

Sponsor: CM Links

Purpose: decide

- There are a few places that are out of compliance; some scores below 3; low participation in survey.
- CM has been debriefing the results from the survey and have upcoming meetings to continue discussion and debriefing.
- Fascinating data. Hope we can get more participation next time.
- Wondering how CM defines “ethical dissent.”
  - o Maybe we need to better define “dissent” as part of this.
- I wish I could get a handbook like this at my job! Also noticed that 15 new people were onboarded in 2022—impressive.
- Question: 2.2.b.3: Request for comments on ratings below 3 noted as not included this time but will in future. What was the reason for not including that this time?
  - o Not intentional. Started report too late and there was a scramble, which probably led to the oversight.
- Question: Any debriefing of people who didn’t fill out the survey?
  - o Haven’t heard much. Survey was only out for 3 weeks, so it may have been a timing issue.
- Follow up on 2.2.b.3 question: It’s easy to get nervous when there’s a plan for compliance that’s the same as a plan for compliance that wasn’t done. Might be helpful to see if there’s a system to put into place to aid in compliance/getting into compliance.
  - o I have the same alarm with turnover.
  - o We’re hitting a lot of individual markers but overall score not making the mark—not sure why this is.
- Only 35% of HOOs responded (8 of 20). Should we let them fill it out on work time?
  - o Yes. Incentivizing it is probably necessary.
  - o I’m a HOO and had no idea there was a survey!
    - You might not have been an active HOO when I sent it out.
- Is there anything about the Personnel position turnover that has had an affected staff that isn’t articulated in the survey?
  - o Facilitation of Personnel team has been in flux since Padrice (who had facilitated for 13 years) left the role.

- New people have been being trained by people who themselves haven't been on CM for long.
- Onboarding 15 people is the Big Thing that gets tucked away in this report that has been really difficult. Many people are very new to less hierarchical structure; it can take a long time to understand the CM environment and culture. (Unlearning hierarchy.)
- Anyone not prepared to act? No. Operational definitions/interpretations unreasonable? No. Inadequate data? No.
- As written in the report, a number of things are out of compliance, with written plans to come into compliance.

**DECISION: IMR 2.2 accepted as written with plans to get into compliance.**

## **2) Community Room Discussion**

Sponsor: Marc

Purpose: discuss

- Background: Community Room was shut down during the pandemic, and it became a safe space for staff to take breaks without masks. In 2021, we decided not to resume renting out the space. Still not sure when we will be ready to lift the mask requirement for staff; can't really use community room for meetings, etc, until staff are able to have breaks elsewhere.
- Question: What would have to be true for CM to feel ready to stop requiring masks?
  - That decision lies with the full Collective, and we're struggling to find a stable metric.
  - Important to recognize that if a lot of staff got sick all at once, we wouldn't be able to run the store.
- Summary: As long as masking is still being required, CM needs the community room as a break room.
  - I wonder if we could transfer one of the offices into a break space (just occasionally) so community room could be used for Board meetings, etc.
  - No pressure from Board to do that.
- Question: Is the decision to no longer rent the room out bounded by COVID or intended to continue post-COVID?
  - Not just for COVID; it was a lot of work to manage coordinating non-in-house events. Board events could still be considered as long as it's well-designed, well-supported, and well-staffed by Board (or whoever is sponsoring the event).
  - Some vibes about this based on past experiences...
    - Board has no plans around this, just wondering about possibilities.
- It became kind of a storage/staging area during the renovation and is still being used for that as well as break room, occasional meetings/workshop space.
- Note that window ventilation is only good for some brief parts of the year because of our

heating and cooling systems.

- Thank you, CM, for working on this! Very cool that we had a question and found that CM was already thinking about it!

### **ANNOUNCEMENTS:**

- Book club meeting Thursday, Dec 1, 6:30-7:30. All welcome, whether or not you've read Grocery Story.
- Food Front has just hired a new GM.
- Alberta Co-op is having a craft fair on Dec 10, crafts made by Alberta Co-op members.

### **3) IMR 2.3 Financial Conditions and Activities**

Sponsor: CM Link

Purpose: decide

- Note: All of the 2.3 reports are Year-To-Date, not just for the quarter itself. Also note that it's still a bit confusing since we received PPP loan in one year, had it forgiven in the next year, and are still using it to offset labor costs.
- We budgeted a loss for this year, and we have more of a loss than budgeted at this time. Change is largely that we didn't have income during renovation but still had labor costs. This shouldn't be the case for Q4.
- Loan to Food Front: Is that something board approved? Same question on loan to a staff member—is that a standard practice?
  - o Yes, staff can request a 6-month loan with no interest; payment deducted from paycheck.
  - o Re Food Front loan: There wasn't anything in policy at that time. Now I would bring it to the Board for approval even if there isn't specific policy for it. [Haven't adjusted policy wording around this yet.] It should have been paid back already; they have had a lot of turnover; we will follow up with them now that they have a new GM.
  - o We did bring PPP usage plan to Board. They approved it.
- It's probably time to revisit what comes to Board for approval or notification.
- November and December projections are more conservative than budget.
  - o We will be focusing on reining in our expenses. [Note that sales growth isn't tied to profit; these are separate metrics.]
- Really great news to hear that our better-than-budget first 2 quarters offset the losses of this quarter.
- Anyone not prepared to act? No. Operational definitions/interpretations unreasonable? No. Inadequate data? No.

**DECISION: IMR 2.3 accepted as written, with plan to get into compliance with 2.3.1.**

#### **4) CBLD**

Sponsor: Marc/Brion

Purpose: discuss

- Proposal: Is Board interested in paying for CBLD (and/or Columinate training) if officers can figure out a way to move budget around creatively?
- Temp check: Positive.
  - o Paying separately for classes rather than paying for CBLD membership seems more affordable.
  - o Yes for more training, not so much for CBLD membership.
- Proposal: The Board authorizes the Board Officers to investigate a creative solution for either funding CBLD or additional Columinate training in 2023.

**DECISION: The Board authorizes the Board Officers to investigate a creative solution for either funding CBLD or additional Columinate training in 2023.**

#### **5) Monthly Board Emails**

Sponsor: Eleanor

Purpose: discuss

- We haven't been using email to communicate with MOs. We discussed it at retreat, and CM maintains a distribution list that could be used.
- (1) Do we want to do this as a monthly email? (2) How would we implement it? (How could people opt out of board emails but still get other co-op emails? Could we
- Proposal: Board will send out a monthly email to MOs.
- Content ideas: Include an article by a board member or a link to something on the website; Rundown of upcoming agenda; Option to request guest packet; Question to respond to; Link to Board & co-op calendars; A single fact about Ends; Celebrate something about CM; Something about election; Join the board; Photos; Link to something Board is working on; Local events related to our End; Feature a favorite item.
  - o Great idea!
  - o Might need to hash some of this out in a smaller group. Question: Voice (separate from design)—make sure it's different from general co-op emails about same items like events.
  - o Logistics: Different email list? Gut feel is no. Marketing happy to help with this project.
  - o Also need to figure out chain of command/response.
- Subcommittee to develop further: Eleanor, Brion, Marc, Alexis.

**DECISION: Board will send out a monthly email to MOs.**

Eleanor, Brion, Marc, and Alexis will further develop the content, logistics, collaboration with CM, and other details for a monthly email from Board to MOs.

**Meeting ended at 8:32.**