

2.16.17 Owner Meeting Minutes

Welcome, Intro

Additions

- Kiva loans
- Roommates
- Dolce Clock

Announcements

Open floor

Staff Reports and other Employment topics

Overview of staff meeting

- Coordinators supposed to work 12-16 hours but can work 20 hrs for a bit as needed to help with weekend coverage but the extra hours should be worked for coordinator stuff, not covering shifts- Board Approved
 - Sam working Saturday, should not cover more than two shifts
 - Mudita working Sunday, should not cover more than two shifts
 - TO DO: A weekend update co-op email should go out with open weekend shifts; send on Friday 2 or 3 in the afternoon.
 - **Kim will send email about the above**
 - Coordinators will work First Friday every day, good advertising
- Need to get a regular staff/board meeting scheduled
 - Once a month- someone from board will meet with staff once a month; staff should attend owner meeting as well; so board will be meeting with staff twice a month
 - All staff had some concerns they brought up (will get notes on those)
 - Sam- working with Jess on Roxy spot. Almost ready to roll out stocking manual. Create short of YouTube videos of common FAQ and they go out on the weekly email.
 - Shayla will be personal shopper for computer geeks to buy them snacks as part of co-op work
- Shayla awarded co-op conference scholarship; all three staff want to go; we may close store if shifts don't get covered so they can go. If we do, need to advertise loudly when we will be closed

Financial Update

- Need to pay tax guy back to 2013 - \$3500
- Terri acted as coordintor to keep the store running; bookkeeping got really behind. Still 4 months in the hole; Board is concerned that we cannot do due diligence without full financial picture. Will look into getting a consultant to get us up to date quickly and then Terri can pick up where we left off.

- Board decided to hire a short-term bookkeeper to get finances up to date, within 4 weeks so books are close to accurate at next meeting
- **Kim B. reach out to a prospective bookkeeper; Kim G will reach out to Jean Duncan**
- Kiva loan: need budget items from board.
 - Display Freezer: 2500?
 - 7500 - 3 month breathing room
 - Inventory tracking system (ask Shayla)/ POS system needs a back-end- someone to write the software
 - **Jess - will reach out to Ben and meet with Shayla to see what's needed/how much it would cost**
 - **Kim G will take lead on the application**

Committee/Action Group Reports

Store spruce-up: No update; need info from Brace and need to revisit idea with Shayla

Roommate: WMGC needs a new walk-in cooler and back of co-op would be a good space; might be opportunity to re-draw lease terms

Marketing: Sam wrote script; meeting on Saturday with editor/director; Brent is going to be on a podcast, Natural Healing - Tues, 21st, 10am possibly

BOD Discussion:

- Party Planning
 - Stensrud not available (being turned into a coffee shop)
 - Need new venue - maybe Kettlehouse
- Keeping and submitting meeting minutes
 - Kim will keep minutes
 - Kim sends minutes to board after meeting
 - Board approves minutes at the next meeting
 - Kim will email Emily to post or show her how to post
 - Board will provide feedback if minutes are too detailed or too brief

Action Items

- Final retreat planning
 - Governance
 - Delving into operating plan
 - lunch/walk/fun!
 - Talking about mission - 10 second spot - so all on same page
 - Staff invited