Board members in attendance: Amanda, Vince, Collin, Veronica, Alyssa, Shellbelle, Debbie, Rachel

Others in attendance: Shelly, Paula

Note taker: Rachel

Facilitator: Collin

Time keeper: Debbie

Agenda

* Check ins + preferred pronouns + firestarter (5 minutes)
* Review facilitation style + hand signals (5 minutes)
* WC updates
  + Store (5 minutes)
  + Shelly: Lipari order came in today. A LOT of cheese. UNFI show stuff will begin to ship in August. Inventory went smoothly, done by 8PM. Total about 49,000. Usually about 63-65,000. RW24 is coming up--Ousia needs volunteers.
  + Center Street Daze--Shelly: We haven’t sent in an application for the booth.
  + Paula: Might do the same skit as we did for Locust Street, but may not need a booth for that.
    - Shellbelle: Is it worth it to have a booth?
    - Shelly: Should consider be a part of Bronzeville festival.
    - Vince: Play captured a lot of attention, but could have gotten more with more people. Could do a cart again.
    - Alyssa: Was fun to have the bananas at the Locust Street Festival.
    - Debbie: It would be a big miss to not do Center Street/Locust Street.
    - Rachel: Give out schwag
    - Amanda: Dunk tank plus fundraiser. Otherwise not worth it if we don’t serve food.
    - Veronica: Center Street Daze is happening before the next board meeting. Should we commit to attending but not with a booth? Hand out magnets and bananas?
    - Paula: Magnets we would have to order again, none in stock.
    - Collin: Will help out, but not as a banana. Consider supporting Walnut Way’s Harvest Day September 8th.
  + Shelly: Does the co-op want reports from all managers or just those not in attendance?
    - Veronica: All, so we can read it ahead of time and ask any clarifying questions before the board meeting.
  + Café (5 minutes)
  + Cafe Report according to Gina.
    - Gina (report shared prior to meeting): Victor is picking up on cafe tasks quickly and the staff all seem to like him. I am hopeful that he will be fully trained and comfortable to handle all the cafe duties while I am away on vacation. Aug 17th-Sept 9th. Cafe sales have been up and down erratically. Brunch hasn't been as busy as in the past for the last few weeks but random Mondays and Tuesdays are hitting record sales. It has been very difficult to plan for. We are creeping up to the RW24 so I have been making plans for that already. Victor is working with the past employee Jessica (who has lots of experience with the 24 meal) to organize this years meal event. I will be in the cafe during the event making sure that we have grab-n-go items. We should be looking to hire my replacement as cafe manager by October. We have started looking over the job description for clarification in areas. Let me know if there are any questions!
    - Alyssa: Grab n go containers are compostable but have to be thrown away in the co-op’s compost bin. There should be a sign up to inform customers and perhaps share on social media or newsletter.
    - Shelly: Co-managers met to pass on duties to make a smooth transition.
* Committee updates
  + Finance (5 minutes)
  + See attached report (was read verbatim).
  + Collin: Investigating why the café has major ups and downs in month to month labor costs. Store is doing well this year, especially compared to last.
  + Shelly: Point of information - April had 3 payrolls.
  + Vince: Inventory not taken into account in this report since it is not yet available.
  + Next finance committee meeting: Collin shall call the meetings going forward. Will be before start of August.
  + Building Maintenance (5 minutes)
  + Vince: Nothing to report.
  + Communications (5 minutes)
  + Karen (report shared prior to meeting): Lauren and I could meet and Resse came up to go over the website status. Basically we want the website to come out soon With the last  edits due soon and then info can be added to or change later. I asked her to take out all but the 1st bit of info on the membership section as it is extremely out of date. We are working on an updated version though will add later if the website is ready beforehand. I suggest anyone that is responsible for a section to do the same. If anyone had not seen the last version and would like to and did not get the link from before, i’m sure someone at the meeting could give it to you.
    - Shelly: Will get her website feedback to Resse soon.
  + HR Committee (5 minutes)
  + Rachel: Held an employee orientation with Victor. Will hold his 3 month probationary review in early September.
  + Collin: Conducting Shelly’s annual review. We are slowly working through manual updates.
  + Membership (5 minutes)
  + Membership forms have been coming in with significantly more mistakes again. Ousia Is aware and there will be some kind of refresher.
  + Volunteer Liaisons (5 minutes)
  + Alyssa: Café talking about building a secondary prep space (basement or attic?) if we choose to renovate.
    - Amanda: Would have to consider renovating basement since it is unsanitary as-is.
    - Debbie: Basement would be easier to keep cool than attic.
    - Collin: Could you contract with the Falcon Bowl to use their kitchen as a prep space?
      * Amanda: Have considered it in the past, but hasn’t panned out.
      * Alyssa: May be difficult to coordinate.
    - Vince: Seconds that it would be tough to renovate basement due to many issues.
  + Debbie: Two workers in the café during the closing shift, which is not how it was in the past.
    - Amanda: Very hard to find consistent closing volunteers in the café so staff would have to close alone.
    - Shellbelle: Could have two workers but one leaves a little bit earlier (7pm) to take care of other tasks.
* Other
  + Scheduling: (10 minutes)
  + GMM
    - Sunday, April 7 from 4-7pm
  + Board Retreat - <https://doodle.com/poll/zi9g3cvvms8bd9mv>
    - Rachel: It’s important to attend, but you can skip the social part
    - Vince: The social part is really great, though
    - Veronica: Should we invite the WC?
      * Rachel: I think the WC should always be invited to attend and offer session suggestions.
      * Alyssa: Seconded
    - November 10-11 as tentative date. Veronica to reach out to Wellspring.
  + Future Board Meetings
    - Thursday, August 16 from 5:30-7:30
  + Board Communication Discussion (20 minutes)
    - Veronica: Our email has been going directly to spam sometimes. Not consistently bad, but would like to pursue options before it gets to a crisis level.
      * Consider switching email platform to Gmail. Other suggestions welcome.
      * Also: Closed internal communications forum that would be a function of the new website. Will discuss at a future meeting.
    - Alyssa: Do we have a generic board email that people could use to ask questions or offer suggestions?
      * Rachel: We do have a [board@riverwestcoop.com](mailto:board@riverwestcoop.com) but nobody has updated this, will have to look into it.
      * Collin: Everyone can check, but only president responds as “one voice”.
    - Shellbelle: If something is urgent, send a text message.
    - Debbie: Suggestion to have one day a week that you check email.
    - Collin: Send via all channels if urgent.
    - Rachel: I think people should set their own schedules based on their personal preferences.
    - Veronica: This isn’t a big problem, so the question is do we want to change over to the gmail platform?
    - All new board members need to get set up with board emails.
    - Consenus: Co-op email will switch to gmail platform.
    - Shelly: Can we get a list of board emails by the register?
    - Alyssa: Yes, and put one on the Board board.
  + Signing the Code of Ethics and Code of Conduct (5 minutes) - done
  + Guided Discussion – Consensus – Rachel to lead (20 minutes)
    - Rachel:
    - Vince: We should add in how the petition process should go
    - Debbie: Could discuss how to try and keep conversations going to so we can come to a consensus instead of having someone block.
    - Collin: Bylaws do not state anything about consensus, it’s in the code of ethics.
    - Vince: Felt like the proposal recently was disrespectful.
    - Shellbelle: Thinks we shouldn’t dictate how members propose to us.
    - Veronica: Has seen agendas with old business/new business.
    - Veronica: Got an email from somebody who wants to be on the ad hoc bylaws committee.
      * Debbie, Shelly, Vince, Rachel interested in participating
      * Veronica will chair the committee
  + Snack budget
    - Paula - It will be logged in consumption.
    - Shellbelle to write Collin to see how much money is allocated to board meetings in the budget
  + Events
    - Veronica: Who wants to be included on the events distribution list?
      * Collin, Veronica, Debbie, Rachel, Vince
* Other:
  + Alyssa: Donate to Boomerang bags! Fabric, thread, etc.
  + Vince: Can go out and boat together as a group through the RRF.

Next meeting: **Thursday, August 16 at 5:30-7:30pm** at the River Revitalization Foundation

**Finance Report Riverwest Co-op & Cafe - June 12, 2018**

Report based on end of May Numbers. Vince Bushell and Colin LaVallee

BALANCE SHEET: Amount of cash in bank accounts after subtracting liabilities shown on monthly statement. $ 186,523.00

**Cafe** Wages for May $14,709.00 Wages January thru May $85,201.00

Average/Month $17,040.00 Highest Month April $27,115 Lowest Month February $11,607

Net Operating Income May $2,051.00 For year ($11,970.00) Greatest loss January ($6,628.00)

May was the first month this year we made a profit.

Labor costs for May in the Cafe were at 38%.

**Store**

Net Operating Income for May $3,998.00 For Year $23,479.00

Highest income month was January $10,339.00 Lowest Month was April $2,124.00

Combined Net Income for May (Cafe and Store) was $6,049.00

**Year to date: January thru May 2018**

Sales Cafe $165,196.00 Sales Store $254,042.00 Total: $419,239.00

Store Total cost of goods sold 68% of total sales

Cafe Labor Cost 52% of total sales

Net operating income for year, January thru May, Cafe and Store $11,509.00

**Our Budget Goal for 2018 Labor Cost in Cafe at or near: 40% of sales**

**Cost of Goods for Store At or Near : 61%**