

## Mariposa Food Co-op board of delegates Meeting Minutes

Thursday, January 22, 2015

6:30 p.m. to 8:30 p.m.

Mariposa Food Co-op

Facilitator: Peter Sachs Collopy

### In Attendance:

Ariel Morales – FJAR Delegate

Peter Sachs Collopy - Convener

Caitlin Quigley – Secretary

Ben Jordan – Finance Committee Delegate

Janene “Jae” R. Brown – At-Large Delegate

Alison Miner – At-Large Delegate

Anthony Daly – Staff Collective Delegate

Laura Buckley – At-Large Delegate

Jeff Brenner – Finance Committee Delegate

### Absent:

Yolanda Lockhart-Davis – Strategic Planning Committee Delegate

### Other attendees:

Sam McCormick – staff

Jamila Medley – staff

River Magnetic – staff

Christopher Johnson – staff

M Schlotterbeck – staff

Thomasin Parnes – staff

Christopher DeAngelis – staff

Jasmine Hamilton - staff

Morgan – member on finance committee

Molly – member on FJAR committee

Irit Reinheimer - member

### Summary:

The board heard management reports from the co-management team. The board discussed the upcoming membership meeting and board election, particularly how to increase attendance and how to facilitate staff attendance since the meeting is held during work hours. A proposed charter for the membership committee was approved. A proposed personnel policy amendment was tabled. The board discussed the current grievance policy and approved a proposal to ask an HR consultant to draft a new comprehensive termination, appeals, and grievance process.

	Discussion	Actions
1.	<b>Agenda Approval</b> Peter C. presented agenda for review.	Agenda approved; all thumbs up.
2.	<b>Management report</b>  <b>Organizational Development</b> · Proposal to create staff collective development committee	

	<p>is going to staff collective to vote on at February meeting.</p> <ul style="list-style-type: none"> <li>· Strategic planning: hired the Blue Door Group to help with strategic planning.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>· Members who hold loans from the expansion will be asked to reinvest their loans. The Finance Committee has been working on this.</li> <li>· New timeclock system is being implemented now.</li> <li>· Point-of-sale transition: process is moving forward with the help of an IT consultant. Sourcing detailed quotes from three different systems and getting three references for each of them. FAQ sessions with members are planned for the rollout; board presence is requested at these sessions. Front end reset is part of this transition.</li> <li>· Our 2015 audit is beginning.</li> <li>· Grocery department restructuring has begun with the help of National Cooperative Grocers staff member Paula Gilbertson.</li> <li>· 2015 Annual Business Planning is underway.</li> <li>· Jamila and Sam presented a schedule they plan to use to send reports to the board.</li> </ul>	
<p><b>3.</b></p>	<p><b>March membership meeting and board elections</b></p> <p>We need another committee delegate to get the board number up to 11, since there is no longer an operations committee delegate. Membership committee could send one. Maybe we should have an associate/vice convener position.</p> <p>Jamila will be asking board and committees to pledge to ask people to come to the membership meeting and then tracking this against turnout.</p> <p>Planning to present some bylaws changes at the membership meeting.</p> <p>Maybe we should consider board term length changes because the board has significant turnover every year.</p> <p>Discussion of how staff can attend membership meeting.</p>	<p><b>Action:</b> Sam will ask department coordinators to discuss with their staff scheduling for the day of the membership meeting.</p>
<p><b>4.</b></p>	<p><b>Membership committee charter</b></p> <p><b>Proposed membership committee charter</b></p> <p><b>Purpose:</b> The purpose of the Membership Committee is to foster and improve member communication, member engagement, and the working member program, in order to achieve member accountability.</p>	

<p><b>Description:</b> The Membership Committee ensures that co-op policies are representative of member voices. In cooperation with the Membership &amp; Marketing (M&amp;M) Department, the Membership Committee is responsible for addressing suggestions and concerns related to membership and especially working membership by brainstorming and drafting policies. These policies encourage Mariposa members and the co-op to maintain a responsible, active, and accountable relationship to each other. The Membership Committee is also responsible for maintaining requirements for committee and non-retail work shifts.</p> <p><b>Requirements:</b> None.</p> <p><b>Commitment:</b> Attend a monthly meeting.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>•Survey membership</li> <li>•Maintain and assess requirements for committee and non-retail workshift</li> <li>•Be knowledgeable about Mariposa policy</li> <li>•Review and recommend changes on membership policy</li> <li>•Report on Membership Committee activities and progress at Board or Membership meetings as requested</li> </ul> <p><b>Accountability:</b> The committee is accountable to the Board of Delegates, general membership, and Membership &amp; Marketing Department.</p> <p><b>Membership:</b> The committee shall consist of a staff liaison from the Membership &amp; Marketing Department, board delegates (recommended but not required), and a minimum of three other members.</p> <p>Charter was presented and discussed.</p>	<p><b>Test for consensus on original proposal:</b> All thumbs up, charter is approved.</p> <p><b>Amendment:</b> Add duty: Document process and oversee execution for coordination of membership meetings</p> <p>Consensus is mixed, amendment is tabled.</p>
<p><b>5. Personnel policy amendment proposal</b></p> <p><b>Background and purpose:</b> Our current personnel policies have a number of flaws, including internal contradictions. Since the board approved these policies in 2013, management cannot currently change them without board approval; this proposal would allow the operations coordinator to do so. It would also state that if they board explicitly approves personnel policies in the future, though, we're doing so as part of our role in overseeing management, and would not authorize management to supersede or replace those policies. Finally, it would require the operations coordinator to consult with staff in relevant roles, as well as with a personnel committee if we have one (or multiple personnel committees if we have more than one).</p>	<p>After discussion, proposal was scrapped.</p> <p>The board charged the co-management team with</p>

	<p><b>Proposal:</b> The operations coordinator may enact and amend personnel policies. Such policies shall supersede any personnel policies approved by the board of delegates before January 22, 2015, but shall not supersede policies approved by the board after that date. In developing such personnel policies, the operations coordinator shall consult with the personnel coordinator and organizational development coordinator. If there are chartered personnel committees of the staff, board, or membership, the operations coordinator shall also consult with them.</p>	<p>developing a process to determine who is developing, who is evaluating, and who is approving personnel policies.</p> <p>The board will expect a proposal for a personnel policy revision by the board meeting following the next staff collective meeting.</p>
<p><b>6.</b></p>	<p><b>Grievance policy</b></p> <p>The board discussed the co-op's grievance policy in regards to a specific grievance case. Comments were heard by staff members.</p> <p>The board went into executive session to discuss the confidential personnel information relevant to the grievance case.</p> <p>Meeting adjourned at 10:30 p.m.</p>	<p><b>Proposal:</b></p> <p>Sam asks Susan Tyler to draft a comprehensive replacement to the termination, appeals, and grievance process to bring back for board approval as soon as possible</p> <p>test for consensus: all thumbs up</p>