

BOD Retreat minutes: 1/21/23

9:15 – BOD Introductions

Jake — Owner of Old Town Yoga

Karl — Green Dog Farm (no longer!!!) Works for school district now.

Shane — NBB

Regina – New BM!

Trinity — Worked at the Co-op for 12 years as part of the GMT

Asma— Repair café – people bring things they need mended and people share expertise (create good?) with Equinox center for herbal studies

Michael — Spring Creek Gardens (also worked at the Co-op!)

9:35 — Chatting about the budget and possible ideas for growth...

9:40 — Minutes approved from December meeting

9:40 — possible new BOD member (Aisha Martinek)

- ★ Michael moves to appoint of Aisha Martinek to BOD for 1 year
 - See below: Seconded by Trinity and Karl following a meeting between Michael and Aisha.

Ideas for collecting \$5 maintenance fee...

- Talk to GMT about COPOS and maintenance fee

9:55 Quick chat about our bylaws

- ★ 1 BOD meeting per month and 1 hour of work per week
- ★ Talk about reviving revising committee to rewrite policies as by-laws have been written

10am - GMT arrives (Chris and Steph)!

Chris is recovering well from her hip replacement!!!

Small break 10:05

10:15 – 12:15 - Store report from GMT

December – WE MADE IT! (Chris was out for surgery and recovery, others took vacation, Rob left week before thanksgiving)

Sales weren't great for Thanksgiving in November and through the majority of December: Produce cooler was down for two months while waiting for the part, which made full cart shopping difficult. Lot of loss in produce dept, Chris expects produce to take a 50% loss in last quarter due to cooler issue.

The year started out pretty good but did not end that way

Thanksgiving was somewhat of a bust... didn't sell all the turkeys...

Traveling and inflation took their toll as well

Store was short-staffed in December (two full-time staffers, vacations, illnesses) with high staff expenses due to PTO. Staffing struggle now with Samuel out on sick leave for six weeks. New employee ***New employee: Torrey*** (she/her) hired this week on extremely part-time basis.

Rodent issue in December: Enviropest company hired to trap and remove mice. Issue with outer wall access: see below re: maintenance

Produce cooler now up and running

Requests and ideas for BOD

★ *Bohemian Issues*

- BOD needs to reach out to Bohemian and communicate about the Bohemian/Forrester Secner Condo Association
- Michael suggests an informal meeting to just ask questions and see if we can get this information from them before proceeding with legal options.
- They are asking us to contribute to the new roofing/exterior stucco repair/replacement needs in 10 years (30% ~\$30,000) with no evidence for what this actually covers (our footprint or the whole roof?). No documents explaining any of this aside from the 1987 agreement.

- Co-op supposed to have $\frac{1}{3}$ of vote on changes; Co-op representatives may not have been invited to meetings. Chris: Only meeting invited to was last spring, during equipment fundraiser, when they requested \$300/month for roofing fund in addition to \$4,000/year condo dues.
- Bohemian said that their exterior maintenance (power washing facade, snow shoveling) excludes Co-op.
- BOD members will ask around for lawyers that we might know ...
- Karl suggests SBA (or other similar organizations) to ask for legal help.
- Goals:
 - Obtain itemized receipt of expenses that our dues paid went to, understand where money is going aside from insurance.
 - Revisiting contract from 35 years ago (wasn't renegotiated after Bohemian's footprint in the building changed drastically).
 - Locate title to building to understand property lines.
 - Understand if our exterior power washing and snow shoveling should be taken care of under the Agreement.
- Maintenance
 - Mice likely entering building between mural and exterior wall inaccessible due to mural. Co-op needs to seal walls in the back of the building (chip room, bulk, kitchen), similar to front walls sealed during remodel.
 - Co-op needs to be able to access the outside of our building, period. Per 1987 Agreement, we have access to all common areas 24/7 ... but we don't.
 - Co-op needs a new water heater with a drain to the outside of the building. Egress needed through wall where mural is to bring drainage system up to code before water heater can be replaced.
 - Could roof be replaced via insurance after hail storm?

- **Bottom line – We need answers about what is going on with our dues in the association while maintaining a good relationship with Bohemian/Pat Stryker.**

★ *More community-based events like the 50th anniversary! Keep the community feeling in the forefront!*

- Little workshops outside the co-op
- Asma's repair café idea
- Possible earth day event! Equinox center for herbal studies?
- Public marketing calendar for events and sales, etc. for website/Facebook
- Look at having small events throughout each member-appreciation week
- Vendor events for our members/customers during the member-appreciation week.
- Vendor fair in the summer?
- Possible booth at farmers market in the early weeks, inviting market-goers to Co-op?
 - Co-op as year-round farmers market.
- Rocky Mountain Farmers Co-op Association?
- Positive support messaging (i.e., "support the Co-op that you own and love!" not "spend/donate, or you'll lose your Co-op")

★ *Grant opportunities*

- SNAP double-up dollars for produce! – Karl
- BOD needs to look into grant opportunities!
 - USDA? City? NCGA (might know of opportunities)
- Possibly pay for Dana for more grants or have grant-writer write self into grant for payment if received? Have Dana and Asma work on grants.
 - Possibly use "cause of the month" for Co-op stuff?

★ *Money-making ideas!!!*

- In general, bring in more revenue to pay staff living wages, starting at \$15/hour.
- Outreach to remind people that we're a member-owned non-corporate Co-op.

12:15 - Break for lunch - GMT leaves

12:45 - 2:15 - Discussion of committee formation: what committees will we need, what the purview and tasks for each committee will be, who is part of what committee.

Leadership/Executive Committee

- ♥ Call the meetings, post the meeting time and location, set the agenda, take minutes, post minutes approve minutes
- ♥ Host an election and a member meeting
- ♥ BOD Recruitment
 - New BOD member packet to include bylaws, policies, etc.
- ♥ Managing and approving budget
- ♥ Grant writing – Asma, Shane
- ♥ GMT evaluation – Trinity
- ♥ Bohemian – Michael, Shane, Karl
- ♥ Policy update

Marketing – Community Outreach Committee: Jake, Asma, Regina, Karl, Trinity

What's the marketing budget being spent on?

- ♥ Events: Asma, Jake, Michael
 - 2 store parties (June and September?)
 - Earth Day – Share a booth?

- Also have repair café
 - Asma

♥ Marketing

- Dropbox information
- Committee revisit Facebook advertising – just letting it run at \$1/day or whatever...
- Trolley advertising
 - Karl
- Member committees: Invite members to join via newsletter, in-store, social media
- LoLo gifts
 - Karl

♥ Member engagement

♥ Newsletters

♥ Social media

♥ **Website updates**

- FIRST PRIORITY!!!
- Regina, Jake, Trinity

2:20 - Appointment of BOD Officers

Michael – Chair

Shane + Asma - Vice Co-chair

Karl – Treasurer

Steve – Secretary

Vote to appoint Aisha Martinek:

Trinity motions to appoint, pending Michael meeting with Aisha on Tuesday

Karl seconds

All approve

Vote to approve working budget 2023

Michael moves to approve budget for 2023

Asma and Trinity Second

Budget is approved for 2023.

List of tasks agreed to by BOD member:

Jake – Marketing (WEBSITE, ads), events

Karl – Lolo, Farmer’s market booth for a week or two?, SNAP, Trolley (trinity to send stuff in google drive)

Shane – BOD development, condo association, support grants however, co-chair stuff

Regina – WEBSITE, marketing/advertising

Trinity – WEBSITE, GMT Eval

Asma – Repair café event, grants.

Michael – Calling meetings, agenda, bohemian, BOD development, support events as much as possible.

Adjourn 2:35pm.