

## **TPSS Board of Representatives Meeting**

Date: November 15, 2009

Time and Place: 6:00pm, TPSS community room

Present: Lorig Charkoudian (LC), Erin Holve (EH), Janiece Kennedy (JaK), Darhyl Lyons (DL), Loni McCollin (LM), Nessa Richman (NR), Bill Rogers (BR), Deborah Taylor (DT)

Absent: Mercedes Santos (MS)

Others Present: John Kidney (JFK) – GM, Stephanie Sinsky – HR Rep, Sherri Collins – Outreach Manager, Brenda Tilery – Finance Manager, Mary Rooker (member), Sarah (employee)

Minutes Submitted by: Elizabeth Darby

### **RESOLUTIONS**

- October minutes were approved as amended.
- October member meeting minutes were approved as amended.
- The Board resolved to re-enroll in Co-operative Development Services (CDS) for 2010.
- The Board revised Policy L2 to read as follows:

Paid staff and volunteers shall not be subjected to unfair, undignified, or unsafe treatment or conditions.

Accordingly, the General Manager shall neither cause nor allow:

L2.1. Discrimination based on race, religion, color, creed, gender, political affiliation, sexual orientation, national origin, sex, age, marital/parental status, veterans status, or mental or physical disability.

L2.2 Staff to be without regular access to Human Resources professional(s) who can provide confidential resources and support for resolving workplace conflicts, hearing staff complaints, and assisting with staff development and morale.

L2.2. Staff exposure to unsafe, unhealthy or illegal conditions.

L2.3 Operation without written personnel policies that:

L2.3.1 Clarify rules for staff

L2.3.2 Provide for fair and thorough handling of grievances

L2.3.3 Are accessible to all employees

L2.3.4 Inform staff that employment is neither permanent nor guaranteed.

L2.3.5 Include a progressive improvement policy

L2.3.6 Allow staff to report to the board any allegations of improper or illegal management actions.

L2.3.7 Protect staff from being reprimanded or retaliated against for reporting suspected wrongdoing.

L2.3.8 Are consistently applied

L2.4 Staff to be without current and accurate information and guidance on applicable state, federal, and local employment rules and regulations.

L2.5 Inadequate documentation, security and retention of personnel records and all personnel related decisions.

L2.6 Compensation and benefits that are internally or externally inequitable.

L2.6.1 Incorrect administration and oversight of benefits, including timely dissemination of all information, changes to plan, and eligibility

L2.7. Ineffective supervision of staff

L2.7.1 A lack of descriptions for positions or job responsibilities.

L2.7.2 A lack of training and staff development

L2.7.3 A lack of frequent and meaningful communication with staff

L7.4 A lack of regularly scheduled and implemented staff performance reviews

L7.5. Staff to be uninformed about opportunities to apply for open positions within the organization.

6

## MONITORING

This policy will be monitored semi-annually in 2010 and annually thereafter through an internal summary report using data recommended by the HR consultant report dated Oct 2, 2009 or alternative data that provides the same level of confidence that compliance has been achieved

- The Board revised the Ends Policies to read as follows:

As a result of all that TPSS Co-op does, our community will be socially and economically vibrant in these ways:

1. Co-op members are involved in and knowledgeable about the meaning and benefits of belonging to our coop.
2. Co-op customers have access to goods produced in socially and environmentally responsible ways, with an emphasis on local and organic foods, at reasonable prices and in welcoming community marketplace settings.
3. Customers are knowledgeable about food and food related issues and can make informed choices.
4. TPSS Co-op community, as well as the surrounding communities and nearby farmers and businesses are connected.



Teter	*	*	*	*	*	* <i>resigned; relocated</i>
Santos						* * *

	Oct	Nov
Charkoudian		*
Holve	*	*
Kennedy	*	*
Lyons	*	*
McCollin		*
Richman	*	*
Rodgers	*	*
Taylor	*	*
Santos		