

TPSS Board of Representatives Meeting

Open Session (public part of meeting)¹ Minutes

Date/Location/Time: January 21, 2021 meeting (held remotely, on-line) 6:30 pm
Board present: Diane Curran (DC), Bob Gibson (BG), Adam Frank (AF), Susan Cho (SC), Elizabeth Teuwen (ET), Katherine Tsantiris (KT), Citallali Velasquez (CV)
Board absent: Katea Stitt (KS), Fred Feinsten (FF)
Staff present: Mike Houston (MH), General Manager (GM)
Members and Attendees present: Esteban de Dobrzysky (EdD)
Minutes submitted by: Solveig Mortensen (SM), Board Administrator
Meeting held by zoom and telephone connection.

Board ACTION:

- The Board deferred the approval of the December 17, 21 Board meeting minutes.
- The Board accepted the monitoring report for L-8, Executive Succession.

General Comments/housekeeping: DC thanked EdD for staying involved with the Co-op, attending this meeting, and joining the Membership Committee.

Open Member Forum: The following questions were raised: How is the employee who contracted COVID-19 doing? How did the other Co-op employees and/or community react? MH explained that that employee is doing well; thankfully, it has not been a serious case, so far. MH shared that people have not expressed being upset by it and are supportive.

EdD shared how when the Co-op recently closed, he and his family happened to be near the store, when some people showed up, not realizing it was closed. EdD suggested that if the store had to close again that more visible signage be displayed on the store's parking lot side.

DC shared that she had a good experience submitting an online order, but wondered if the senior discount were on the website. MH explained that the code is listed in the frequently asked questions (FAQs). MH shared that when the web developer completes their next update, the Co-op will ask them to include it; the process for making website changes involves submitting changes to the catapult system.

EdD commented that he loves the idea of buying in bulk and wondered if the Co-op has any plans for adding bulk cleaning products or bulk pasta and asked if the Co-op could sell bulk jars. MH shared how once we get through the pandemic, the Co-op plans to offer cleaning products in bulk. MH referenced the fulfillery as a resource in the meantime. MH noted that the Co-op has a fair amount of bulk pasta.

¹ Monthly Co-op Board meetings have open and closed portions. Members are welcome at the open portion of meetings. The closed part of Board meetings is reserved for discussion of finances, personnel, and legal issues.

GM Updates:

L-8 Executive Succession: DC gave the feedback that she appreciated receiving the organizational chart and summarized that the report verifies that the Co-op has a back-up staff for the role of general manager and that if there were a greater need the Co-op would work with the Columinate consultant to determine next steps. The Board offered no other comments and accepted the report.

Board Business:

Committee updates: MCAC, NC, PC, PRC, BDC, RPC:

Confirm committee assignments: DC sent a list of the committee assignments prior to the meeting and shared how each Board member was on at least one committee. CV and BG joined the Expansion Committee. DC planned to send a revised Board committee list. SM planned to provide committee rosters with meeting information.

Membership and Community Affairs Committee (MCAC): The Board approved the MCAC proposal to hold educational events at every quarter (March, June, and September). Meetings will be held separately from board meetings except for the end of the year, when the Board would include an educational event in the Board meeting itself. Board members agreed that the December 2020 Board meeting was a positive experience and proposed that the Board consider holding educational events quarterly. The Board discussed a plan for the Co-op.

Policy Committee: SC reported that she and ET spoke but the PC did not make any decisions on the policy register. In looking at the tasks listed on the topical calendar, the Board recognized the vast work of reviewing the Co-op's policies that this Committee does. DC planned to send her updates on L-2 to the Policy Committee.

All committees: DC asked all the Board committees to meet before the next Board meeting, review their charter, revise it if needed, and complete a topical calendar for each committee.

CBLD/CDS sign-up: CV and ET confirmed that they signed up for a CBLD 101 training. DC encouraged Board members to participate in CBLD/CDS trainings and events, which are free to Columinate members and very educational. BG agreed with her assessment. DC and BG encouraged the Board to consider taking the four week CBLD training in March.

Retreat Planning Update: BG reviewed the plan for the retreat's agenda and reminded Board members of the materials they should review beforehand. Board and MH agreed on \$35 vouchers for meals.

Meeting adjourned 7:15pm

Board Representatives' Committee Memberships:

Membership and Community Affairs Committee: (FF Chair) FF, DC, KT, ET, EdD*(non Board member) *Esteban de Dobrzysky

Finance and Audit Committee: (AF Chair) AF, SC, BG, KT, CV (DC, ET as ex-officios)

Personnel Committee: (DC Chair) DC, KS
Policy Committee: (SC Chair) SC, AF, KT
Nominations Committee: (BG Chair) BG, FF, CV
Junction Committee:(FF Chair) FF, DC, BG, KS, ET
Expansion Committee: (AF Chair) AF, SC
Board Development Committee: DC, AF (chair position shared)

Term 2020-2021 Meeting Attendance:

	Dec	Jan
Cho	*	*
Curran	*	*
Feinstein	*	Ex
Frank	*	*
Gibson	*	*
Stitt	Ex	Ex
Teuwen	*	*
Tsantiris	*	*
Velasquez	*	*

(Ex=excused)
(Re=Resigned)

Board Terms:

Board Representative	Term:	Term Ends:
Cho	3 years (consecutive term)	2022
Curran	3 years (consecutive term)	2023
Feinstein	3 years (consecutive term)	2022
Frank	3 years (consecutive term)	2023
Gibson	2 years	2021
Stitt	3 years	2021

Teuwen	3 years	2023
Tsantiris	3 years	2022
Velasquez	1 year	2021