



AGENDA
Policies & Procedures Committee (PPC) Meeting
March 18, 2020 from 6:00-8:00 pm
 Conference Call

Conference Call Instructions

- Dial (707) 822-5947, when the greeting begins dial extension **277**
 - The Auto Attendant will ask you to record your name, once recorded press any key on your phone
 - The Auto Attendant will ask for a pass code, the pass code is: **6482**
 - If you are the first member to attend, you will hear hold music until another member joins the call.
1. Be on the call on time. The facilitator will have everyone on the call introduce themselves along with their member number at the start of the meeting.
 2. Keep your phone on mute unless speaking.
 3. Wait for one person to finish before speaking; otherwise, comments will be muddled or cut off on speaker phones.
 4. Stay on the call from start to finish. If you cannot stay on the call, let people know at the start of the call and let them know when you are leaving the call.

Facilitator: Laura Wright

	What	How	Who	Minutes	Time
1	Welcome & Review	Introductions Check for changes to the agenda	Laura	5	6:00-6:05
2	Approve Minutes	Ask for consensus on approval of the January 2020 minutes	Laura	5	6:05-6:10
3	Member Comments	Members share topics not on the agenda	Laura	5	6:10-6:15
4	Board Qualifications	Review feedback from board attorney on proposed bylaws changes to Section 5.02	Laura	20	6:15-6:35
5	Employee Directors	Review bylaws section 5.01	Laura	20	6:35-6:55
6	Household Shoppers	Review Bylaws section 1.09 – the number of household shoppers allowed on a membership	Emily	15	6:55-7:10
7	Annual Report	Review requirements for annual reports	Emily	15	7:10-7:25
8	General Manager Review Process	Review historical General Manager review process to include in the board handbook	Colin	10	7:25-7:35
9	Board Handbook	Follow-up on updating the history of the Co-op	Kirsten	5	7:35-7:40
10	Hotlist Items	Review and update current hotlist	Laura	5	7:40-7:45
11	Next Agenda Items	Review future agenda items - Next meeting May 20, 2020	Laura	5	7:45-7:50