



Policies & Procedures Committee Meeting Minutes
June 15 2016 Ten Pin Conference Room

Present at start of meeting

Board: Mary Ella Anderson and Colin Fiske

Staff: Ellie Christensen, Alisha Stafford, Lauren Fawcett and Bella Waters

Member-owners: John Lucas

Meeting commenced at 6:01pm. Colin Fiske welcomed everyone.

Agenda Review.

Minutes. **Consensus to approve April 20, 2016 minutes, with clarification of GAAP.** GAAP acronym stands for Generally Accepted Accounting Practice.

Board Meeting follow-up. No board meeting follow-up, bylaw wording proposals will be discussed at the next board meeting.

Proposed Policy to transition to single memberships. Discussion included:

It would be nice to transition to single person membership both from a democratic and administrative perspective but at this point there are many households with multiple member memberships so we had settled on a “this point forward” policy and multi person memberships would be encouraged but not required to shift to individual memberships. The bylaws do state that all persons on a membership can cast votes and then the vote of the membership is the majority vote.

1. Online Voting: Initially the voting on line system could only account for one vote per membership but there have been advancements in the discussion and a two person, one membership voting system may be available.
 - Maybe single person memberships can only vote on line and those households that want multiple votes can submit a written ballot and we can average out the votes?
 - One voting systems offered a paper ballot that the Co-op had to mail in, thus affect election deadlines.
 - Need mechanism in place to prevent a member from submitting an online ballot and a paper ballot.
2. All of the multi-person memberships aren’t really empowered by the bylaws as it is worded now, it says any person, not persons.
 - Make it clear that the person who signed up for the membership is the only person who votes.
 - The board should adopt the one person, one vote membership policy as soon as possible so that we don’t have any future problems.
 - The current membership application is confusing and possibly contradictory to the bylaws.
 - What we are proposing is a return to the what the bylaws state, one person per membership.
3. When dealing with some of the older memberships in which they are not interested in splitting into two memberships or one being the primary (voting member) and one being the household shopper, they could consider becoming an organization.
4. In the case of an organization, all the rules that we would apply to an organization would apply.
Present to the members what the situations is, why we want to make it simple to administer and that we would like to encourage them to convert to one member, one household shopper or if they want to convert to a partnership/ organization membership and they would be responsible to work that out with their own lawyers. If that is still not an acceptable, we will honor original agreement.
5. The cut off would be from the time that the board approves the policy. All memberships would be “locked in” to their current status.
6. Household shoppers will continue to be an option but household shoppers are by definition not members and obtain no membership rights.

Possible Objections:

- By saying that existing memberships will be allowed to maintain their current membership status, we are in actuality not in line with the bylaws which may be contradictory.

- A 2-person membership, one member one household shopper and the primary voting member passes away, does the 2nd person become the primary member? No - Membership is non-transferable
- There are people that want to “pass on” their memberships.
- There are minor memberships.

Recommendations to the board: Consensus reached to approve Single Membership policy and direct staff to make outreach effort to educate members. Additionally, recommend staff add it to the membership packet if approved.

Membership Rolls Policy. Discussion included:

Colin tried to combine actions pertaining to share ownership and lack of patronage because they are sort of lined up, but after reviewing it would like to break it out into separate/ parallel paragraphs. One about lack of patronage and one about the asset issue. Colin has asked for additional time to refine this policy.

Reassess PPC meeting time. New meeting time, July 20th 4-6pm. Children are welcome? Snacks?

Newsletter policy status update. Discussion included:

1. There is no designated committee. It may not be necessary for the board to review every letter to the editor.
2. *Any committee of the board is a designated committee.* Colin suggests that this requirement be removed.
3. *Relates to the North Coast Cooperative or the board in general.* This can be construed liberally or conservatively. Anything that has to do with food has to do with the NCC. Colin suggests this requirement will be broadly interpreted to include issues of interest to co-op members.
4. Can a household shopper write to the editor or board if we are sticking with the member-only rights?
 - Non-members and household shoppers can/ should/ could be invited to write an article.
 - We should be open to what people who aren't members are thinking.
 - Anyone can write a comment for the comment box but by publishing a letter we are giving them a platform which should be a member advantage.
5. Why is this policy coming up? Have there been issues? The newsletter has been changing, need something written that says the Co-op will have a newsletter and its purpose and there have been a few issues with letters being edited or printed so we want a clear policy.

Board recommendations will wait until Melanie is back and can review the changes made.

Review new business from hotlist. Bylaw items will be moved to end of hot list. Committee reviewed Board Policy Manual items and removed the following from the list:

- 1.09-finished
- #3- Bella will fix
- #4-BPM, there is a new policy for incorporating new policies
- #5-Clerical issue, board already approved, revised to include a sentence left out
- #9-Boycott policy has been addressed

Agenda items for next meeting.

1. Revisit print procedures
2. Membership policy
3. Start discussing purchasing policy.
4. Hotlist

Next Meetings: July 20th meeting @4pm.

Meeting adjourned at 7:58pm by consensus.

Minutes by Ellie Christensen

Recommendations for Board:

1. Approve Single Membership policy and direct staff to make outreach effort to educate members. Additionally, recommend staff add it to the membership packet if approved.