



Member Action Committee (MAC) Meeting--Agenda

April 15, 2015 from 6-8pm

Co-op Community Kitchen in Arcata

Facilitator: Mary Ella Anderson

Timekeeper:

Outcomes:

- Recommendation to Board on Annual Membership Meeting date/time
- Agreement on agenda items for next meeting
- Agreement on roles and responsibilities for next meeting
- Agreement on process for MAC minutes distribution
- Agreement on charted items

Attachments: 1. Draft MAC minutes from March meeting; 2. Draft Committee Charter; 3. Committee Chair Job Descriptions as reflected in Board Retreat minutes

What	How	Who	When
Welcome	- Share pertinent housekeeping (bathroom location, etc.) - Introductions	- Mary Ella - All	6:00 -- 6:10
Review	- Give overview of decision making process by consensus - Review proposed outcomes for the meeting - Check for additions or changes to the agenda - Ask for consensus on approval of the minutes from March	- Mary Ella	6:10 – 6:20
Annual Membership Meeting	- Discuss meeting theme, format, venue, speaker, food, date/time - Make recommendation to the board for date/time and any other pertinent info	- All	6:20 – 6:40
Employee Survey	- Discuss results of employee satisfaction survey	- All	6:40 – 6:50
Healing Co-op Relationships	- Discuss issues around healing Co-op relationships	- All	6:50 – 7:00
Committee Charter	- Review charter and determine what sections still need to be discussed, or alternately ask for consensus on committee charter	- Mary Ella	7:00 – 7:10
Committee Chair Job Description	- Review job description and determine what sections still need to be discussed, or alternately ask for consensus on job description	- Mary Ella	7:10 – 7:20
Next Agenda	- Review potential agenda items generated during meeting and ask for additional agenda items - Prioritize agenda items - Ask for agreement on agenda items for May	- Mary Ella - All	7:20 – 7:30
Roles & Responsibilities	- Call for a facilitator for May meeting, and ask for consensus - Call for a reporter at board meeting, and ask for consensus - Ask for consensus on the question: Should the MAC draft minutes be distributed to all MAC members prior to the agenda for the next meeting?	- Mary Ella	7:30 – 7:40
Agreements	- Review consensus and decision making items, including any recommendations to the board - Ask for consensus on agreements, as charted, for inclusion in the minutes for the meeting	- Mary Ella	7:40 – 7:45
Check In	- Ask for feedback on meeting process for next time - Around the room, closing comments	- Mary Ella - All	7:45 – 8:00

Next MAC Meeting: Wednesday, May 20 from 6-8pm at the Co-op's Community Kitchen in Eureka