



Policies & Procedures Committee Meeting Minutes  
November 16, 2016 Ten Pin Building Conference Room

Present:

**Board:** Mary Ella Anderson, Colin Fiske, Ed Smith, Cheri Strong and Leah Stamper (phone in)

**Staff:** Melanie Bettenhausen, Alisha Hammer, Nicole Chase, and Kala Eichamer

**Member-owners:** John Lucas

Meeting commenced at 4:00 pm, recording started at 4:26 pm. Colin Fiske welcomed everyone, introductions were made and consensus options reviewed.

**Agenda Review:** Collin asks if there are any additions or changes to the agenda. No one had any changes. Collin wanted it noted that we are going to wait for Maggie Gainer to be present to continue our discussion regarding Zero Waste. It was requested that Nic or Kala contact Maggie and see when she can be available to attend a PPC meeting in the near future. When she is available Zero Waste will be put on the PPC agenda.

**Minutes:** Consensus to approve October 19, 2016 minutes.

**Board Meeting follow-up:**

- Policy Manual Updates on website, Discussion: Collin asked if Kala was going to be posting the bylaws on the website. Nic stated that both she and Kala were recently trained on how to access the website and Kala would be doing that soon. Collin said the bylaws needs to be updated to have the current date that they were amended which is October 2016. Nic will pass the information on to Kala to be updated.

**Continue Purchase Policy Discussion:**

- Collin went over the draft purchasing policy and a lengthy discussion followed. Alisha reported out on her research about how many people purchased Coca-Cola and how many were members vs. non-members. A copy of Alisha's report will be attached to these minutes. Melanie reported that this week 48% of our sales were from members as a context to Alisha's report. Melanie shared her concerns about the draft policy. Specifically, she is concerned about how complicated the rubric is and much time it will take to train staff on how to implement this policy and with thousands of products how much time it will take them to complete a survey with every product. Collin stated that this policy will be for new merchandise for now and will have a long phase in time (years) to give staff plenty of time to implement such a policy. Nic brought up her concern of the subjectivity of some of the measures and also the amount of time it could take to research labor standards or health impacts, etc. Alisha currently uses a flowchart to inform her purchasing decisions and it was discussed that this rubric could be added as part of a flow chart to inform decisions. Leah worries that staff might feel "boxed in" with a flowchart vs. a rubric. It was also discussed that the rubric does not take into account customers personal preferences, wants, needs, etc... Collin clarifies that we would not require staff to purchase high scoring items, but that we would not purchase low scoring items. After much discussion, Ed brings up idea of customer desirability-that we are not considering that. Melanie says that maybe the committee or board needs to come up with a "values statement" to state what the Co-op values in purchasing merchandise. They would determine the direction and then it would be her job as GM to figure out how to implement the direction that they come up with in the value statement. Nic states that the top score (5) on the rubric could be the basis of such a statement. The highest level on the rubric states what we value when purchasing any merchandise (local, organic, least amount of packaging/environmentally friendly packaging, high labor standards-fair trade, union-made, verified positive effects on health, and producer known for positive impacts on society). Nic suggested that we could possibly ask the company selling the product to rate their products based on our rubric. That would put it on them and not our staff. Ed states that he has noticed the board has been getting more operational over the past 1-2 years. He says maybe the board should stick with coming up with a values

statement which would then guide purchasing. It was agreed after much discussion that we needed to move on and revisit this at another future meeting.

**Single Person Membership Policy:**

- Proposed Amended Policy: Following board approval of this policy, any new membership shall be owned by one natural person or by one organization and no existing memberships may add any additional owners with full rights of membership. Any member may, at any time, add or remove one or more individuals as “household shoppers” Household shoppers are permitted to patronize the cooperative on behalf of the member. Household shoppers are not members and have no claim of ownership or associated rights to the membership.
- The next step is to make changes to the policy, take it to our attorney and decide if it is a bylaws or board policy change. We should add it to the bylaws either way. Changes based on input, customers are receptive to it. SMS would have to be updated. What are the possible problems with number sharing? John Lucas mentions that It is not necessarily detrimental to store overall as non-member profit on sales go back to the coop vs. being redistributed to members. There could be less membership fees (A shares). What about the monthly 5% discount, what if friend uses it? In theory, the member would have to add them to the list to enable them to use the number which would equal consent for them to use discount. There should be a cap on number of people to be added to a membership. Language on member application that 1st member has all rights is not necessarily true, if that were the case there would be the potential to end up with memberships in limbo. The member application form is not accurate, need to reeducate membership. If the number is in the bylaws it is more official, need to talk with SMS and member database administrators. Policy wording regarding number of people added to a membership: the board may establish from time to time a maximum number of shoppers on a membership. Colin will take the amended to Van and confirm that there are no conflicts. Members should vote on the amendment during the next election. Employee discount system must be separated from membership for this to work. Discussion of idea of changing monthly discount to a coupon? It would be a move away from entitlement, we aren't able to do other things because of the discount. Monthly discount is not required in the bylaws. Save for another discussion.

**Proposed Amendment to BPM Regarding Officer Selection:**

- Section 6 of the BPM currently contains two apparently contradictory processes for nominating/selecting officers.
- Currently, the process works pretty informally. We can leave leeway to allow informal process to work by replacing Section 6.A and 6.B of the BPM with the following:
  - “Following and change in membership the Board, and whenever other circumstances warrant, the Board shall ensure that all offices identified in Bylaws Article VI are filled. Selection of officers may occur in any manner consistent with Article VI.
- Discussion of reasoning behind practicality of emails shortening meeting lengths, pre-discussion. Suggestion that the board at least include a synopsis for members of how the decision came about prior to voting.
- Recommendation approved to accept amendment.

**Move to skip December meeting:** Consensus. Kala will change the website and send out email to PPC and EAC lists and add to December Coop news

**Review Agenda Items for next meeting:**

When can Maggie Gainer come to a PPC committee meeting? January presentation to guide zero waste policy.

**Agenda items for next meeting.**

1. Approve Agenda meeting minutes
2. Hot List
3. Purchase Policy, continue discussion
4. Board Meeting follow-up.

Next Meetings: January 18 @ 4pm. Kala Eichamer will take notes and \_\_\_\_\_ will facilitate.

Meeting adjourned at 6:07pm by consensus.

Minutes by Kala Eichamer

Recommendations for Board:

1. Recommend to the board that PPC refrain from meeting in December and resume in January.