



## Member Action Committee (MAC) Meeting--Agenda

May 11, 2016 from 6-8pm

Co-op Community Kitchen in Arcata

**Facilitator:** Christine Brockway

**Outcomes:**

- Approval of draft minutes from April MAC meeting
- Agreements for MAC meeting: agenda items; roles and responsibilities; charted items; June meeting
- Agreement for next steps on key agenda items #4-#7

**Attachments:** 1. Approved MAC Charter 2. Draft MAC minutes from April 13 meeting; 3. 2016 Draft Annual Membership Meeting agenda; 4. Co-op Ambassador Program Notes

	What	How	Who	When
1.	<b>Welcome</b>	- Share pertinent housekeeping (bathroom location, etc.) - Introductions - Give overview of decision making process by consensus	- Christine - All	6:00 - 6:10
2.	<b>Member Comments</b>	- Members can share topics that are not already on the agenda	- Anyone	6:10 – 6:20
3.	<b>Review</b>	- Review proposed outcomes for the meeting - Check for additions or changes to the agenda, especially considering topics brought forth during Member Comments - Review any recommendations from May board meeting - Ask for consensus on approval of the minutes from April	- Christine	6:20 – 6:30
4.	<b>2016 Annual Membership Meeting</b>	- Discuss meeting theme, format, time, agenda, etc. - Agreement on next steps	- All	6:30 – 6:45
5.	<b>Ambassador Program</b>	- Discuss Sacramento’s Ambassador Program and possible duplication for similar program - Discuss materials that would be needed for the program - Agreement on next steps	- All	6:45 -7:10
6.	<b>Membership Drive</b>	- Discuss potential membership drive opportunities, goals, timeline - Agreement on next steps	- Melanie	7:10 - 7:20
7.	<b>Publication Ideas</b>	- Brainstorm ideas for promoting MAC meetings - Agreement on next steps, if any	- All	7:20 – 7:30
8.	<b>Next Agenda</b>	- Review potential agenda items generated during meeting and ask for additional agenda items - Prioritize agenda items - Ask for agreement on agenda items for June	- Christine	7:30 – 7:40
9.	<b>Roles &amp; Responsibilities</b>	- Call for a facilitator for June meeting, and ask for consensus - Call for a reporter for June Board meeting, and ask for consensus	- Christine	7:40 – 7:45
10.	<b>Agreements</b>	- 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 - Agreement on June MAC meeting date	- Christine	7:45 – 7:55
11.	<b>Check In</b>	- Ask for feedback on meeting process for next time - Around the room, closing comments	- Christine - All	7:55 – 8:00

**Next MAC Meeting:** Proposed: **Wednesday**, June 8 6-8pm - Co-op’s Community Kitchen in Eureka

Floating items: Bylaw revisions; Adherence to current Bylaws and Administrative Code; Examine Board's role and function vs that of General Manager; Opportunities for member participation should be more available and encouraged; Packaging; Membership drive; Online accounts and access information.