



Policies & Procedures Committee Agenda
April 19, 2017 – 4:00 to 6:00pm
At: Ten Pin Conference Room, 793 K Street, Arcata, CA

Item	Who	Pages	Minutes	Time
1. Welcome/ Introductions/Agenda Review and Additions	Colin	1	5	4:00-4:05
2. Approve March 15, 2017 minutes	All	3-4	5	4:05-4:10
3. Board Meeting follow-up: review items that were recommended from previous Board Meeting	All		10	4:10-4:20
4. Shareholders Disclosure Document <ul style="list-style-type: none"> • Review and discuss 	All	5-11	20	4:20-4:40
5. Review input from Van (lawyer) <ul style="list-style-type: none"> • If available, discuss 	Colin		15	4:40-4:55
6. Review Board’s Confidentiality Agreement	All	12	20	4:55-5:15
7. Review hotlist items	All		20	5:15-5:35
8. Discuss agenda items for next meeting	All		10	5:35-5:45
9. Review next meeting schedule: May 17 @ 4pm	All		5	5:45-5:50

Meeting Ground Rules* (*Note: All members or other participants must agree to follow these basic meeting guidelines)

- Raise hand to be recognized to speak
- Share the floor – balance participation
- Stay on track and speak to the point
- Clearly and concisely articulate interests
- Be curious about different opinions
- Treat everyone with respect
- Aim for win-win solutions

Mission

North Coast Co-op is a member-owned organization guided by the cooperative principles. As a leader in our community we emphasize a diverse selection of products while engaging members through consumer education, community building, and environmental responsibility.

Co-op Definition

A cooperative is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly-owned and democratically controlled enterprise.

Values

Cooperatives are based on the values of self-help, self-responsibility, democracy, equality, equity, and solidarity. In the tradition of their founders, cooperative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

Hot List – Board Policy Manual items

Priority List

BPM

- 1) Review board confidentiality agreements.

Lower BPM Priorities

- 1) (Regarding Board Policy Manual 3A) What happens when an individual of a multiple person membership passes away? Who is the other person on the membership, also an investor?
- 2) 5: Board meetings: Include information about facilitator? All directors and participants of Executive Sessions sign Executive Session Confidentiality agreement. What decision making process does the Board follow? Roberts Rules of Order?
- 3) 5H: Vacancy of Employee Director process
- 4) 5: Evaluation Task Force information – process, timeline, etc. who is/isn't involved.

Bylaws