



**Policies & Procedures Committee Agenda**  
**May 17, 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 April 19, 2017 minutes	All	2-3	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. Review input from Van (lawyer) <ul style="list-style-type: none"> <li>• If available, discuss</li> </ul>	Colin	4-8	25	4:20-4:45
5. Amend FC charter to reflect 2-yr., staggered terms	All	9	15	4:45-5:00
6. Develop a policy about board members requesting info. from staff	All		20	5:00-5:20
7. Review hotlist items	All		20	5:20-5:40
8. Discuss agenda items for next meeting	All		10	5:40-5:50
9. Review next meeting schedule: June 21 @ 4pm	All		5	5:50-5:55

**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

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### Priority List

#### 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