

Wheatsville Board of Directors
 June 2020 Meeting Agenda
 Tuesday, June 23rd 2020
 6:00-9:00PM ***VIRTUAL MEETING***
 Contact BBeutel@Wheatsville.com for info to join



TIME	TOPIC	ACTION
6:00pm	1. OPEN TIME – for WV Owners to present any topic to the board	LISTEN
6:10pm	2. AGENDA REVIEW 3. CONSENT AGENDA: May 2020 Meeting Minutes Monthly GM Update	DISCUSS VOTE
6:20pm (1 min) (25 min) (25 min) (5 min)	4. GOVERNANCE, Part I Recite Ends CCMA Debrief Board Organization Structures and Continuity Mid-year Conflict of Interest Disclosure	RECITE DISCUSS DISCUSS DISCUSS
7:15pm (0 min) (5 min) (15 min) (0 min) (5 min) (10 min)	5. COMMITTEE WORK ACBA Committee Audit and Review Committee Diversity and Inclusion GM Search Committee Nominations Committee Owner Engagement Committee	N/A N/A N/A N/A N/A N/A
7:45pm	BREAK	
7:55pm (20 min) (40 min)	6. GOVERNANCE, Part II GM Update FY21 Business Plan and Budget	DISCUSS DISCUSS
8:55pm (5 min) (0 min)	7. ADJOURN July preview, Closing Round, and Wrap-up Adjourn	DISCUSS N/A

Wheatsville will be at the forefront of a transformed society that has:

- a thriving community centered on hospitality, kindness, and generosity
- a robust cooperative economy
- easy access to sustainable, healthy food solutions



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Present: Rose Marie Klee, *President*; Jason Bourgeois, *Secretary*; Brandon Hines, *Treasurer*, Rachel Fischer; MeriJayd O'Connor; Megan McDonald; Brian Mikulencak; Melissa Sledge; and Stephanie Wong. Melissa Sledge.

Also present: Mark Jacob, *General Manager*, Beth Beutel, *Board Administrator*; Leslie Watson, *Columinate Governance Consultant*.

Absent: none.

Call to Order **6:00PM**

1. OPEN TIME **6:02PM**

Directors gave personal updates.

Rose Marie noted that the whistleblower policy project will get a good update next month.

Last month, Citizen's Climate Lobby attended the meeting. Megan and Rachel will take the lead on that work. Megan reported that the group has set an endorsement deadline of labor day.

2. AGENDA REVIEW **6:18PM**

The Board will defer Conflict of Interest disclosure to next month, and include the current documents in next month's packet for discussion.

3. CONSENT AGENDA **6:20PM**

May 2020 Meeting Minutes
Monthly GM Update

---MeriJayd moved to accept the Consent Agenda. Brandon seconded the motion. Motion passed 9-0-0.

4. GOVERNANCE, Part 1 **6:20PM**

Recite Ends, 6:20pm

Mark recite of the Ends policy.

CCMA Debrief, 6:22pm

Directors shared their reflections on the online CCMA conference.

Board Organization, Structures, and Continuity, 7:06pm

Brandon led a discussion on making the board more effective. Directors suggested: having one-pagers of directions for certain roles or functions, like facilitating meetings, possible video orientation or other online onboarding materials specifically in the areas of finance, committee



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function, and committee updates; having onboarding materials available prior to being seated; ensuring new directors learn to use email and basecamp swiftly; ensuring all directors attend CBL 101 and/or other Columinate trainings online or in person; ensuring committee documents are relevant and up to date, and get utilized; capturing institutional knowledge; asking new directors to complete a project in their first year; ensuring board candidates understand the time and work required outside of board meetings.

Mid-year Conflict of Interest Disclosure, 7:23pm

This topic was moved to the July meeting.

BREAK

7:42PM

5. COMMITTEE WORK

7:34PM

ACBA Committee, 7:35pm

No discussion. A written report was included in the packet.

Audit and Review Committee, 7:35pm

Brandon briefly reported that the committee made decision not to recruit non-director participants this year due to time constraints and COVID-19 precautions. Directors may send any questions regarding the written update to Brandon over email.

GM Search Committee

No discussion. A written report was included in the packet.

Owner Engagement Committee, 7:36pm

MeriJayd briefly asked the Board to send any thoughts or concerns regarding a virtual owner meeting to her ASAP.

Diversity and Inclusion, 7:37pm

Directors shared ideas to deepen their work on Diversity and Inclusion. LaDonna Redmond-Sanders offered to lead discussions on six books on the topic, and directors are welcome to join that by emailing her. Rose Marie offered that there is a training offered by Leadership Austin in partnership with the City of Austin that is affordable and within the Board's budget given they won't be traveling to trainings this year.

MeriJayd recommended the Board consider how to involve owners.

In April, The Board reviewed an anti-racist policy shared from Columinate, which they could proceed with adapting and adopting.

Nominations Committee, 7:57pm

Jason noted that there is an updated application packet and election timeline in basecamp, and he



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has been coordinating with staff to get them posted. All four incumbents plan to run for re-election.

6. GOVERNANCE, Part 2

8:06PM

GM Update, 8:06pm

Mark gave a verbal update to the Board on changes happening at the co-op. Wheatsville announced that Juneteenth will now be a paid holiday. Some staff did not want the money, and Wheatsville recommended donating the funds if the holiday pay is not wanted by a particular staff member. Other staff raised the issue of other holidays which are not paid, including 4th of July, and Mark and the management team will be re-evaluating holiday pay for other holidays as part of the total pay evaluation.

Mark gave an update on re-opening the bulk department noting that it will be gravity bins only, no liquids, no scoops, and no containers from home.

Mark noted that due to the presence of additional confirmed positive cases of COVID-19, staff concerns have been heightened. The staff who were experiencing illness all confirmed to have contracted it from someone outside of work (family, friends, etc.). They were interviewed about possible contact with other staff, and any staff determined to be at risk due to failure to follow social-distancing rules have been quarantined. Due to the precautionary quarantines, the Guadalupe Deli has had to close counter service and scale back other offerings through July 1st. At the time of the meeting, no additional staff members had begun experiencing symptoms, so there seems to be no internal spread.

Mark gave an update on the recruitment of a Facilities Manager.

Mark noted that by mid-July he will begin to have specific action plans for the various sub-sections of the Business Plan goals.

FY21 Business Plan and Budget, 8:25pm

Mark provided an overview of the budget (simplified version sent to the board). A more detailed version will be made available. The budget includes new staff performance incentives, facilities changes to the office to increase safety during the pandemic. The budget assumes a stabilization of sales over quarters two-four, though with the pandemic, so many things are unknown.

Mark noted that one way of achieving those goals is to come up with very specific labor plans and ensure we are putting the right amount of labor in the right place. Dana is building an action plan for labor productivity. Mark shared some examples of how this works in other businesses.

Mark underscored that the reason Wheatsville will be having a series of meetings to cover the business plan with all staff is because he wants to be completely transparent with staff and get



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their alignment on the organizations goals.

8. ADJOURN

9:04pm

July preview, Closing Round, and Wrap-up,
At 9:04pm, RMK adjourned meeting.