



Nominating Committee Meeting Minutes – February 20, 2019

Arcata Store Conference Room

Present

Board: Cheri Strong (NC Chair), Colin Fiske, James Kloor

Staff: Emily Walter, Laurie Talbert

Members: None

1. **Welcome and Review**

The meeting commenced at 6:00pm by Cheri.

An agenda item to address a current open board seat was added to the agenda.

2. **Approve Minutes**

Consensus to approve the October 2018 Nominating Committee minutes.

3. **2019 Election Timeline**

The group reviewed a draft timeline for the employee and general election.

AGREEMENT: Move the election up by one week so that results will be available with more notice prior to the first meeting of the new board. This also includes holding the Annual Membership Meeting one week earlier than we have in recent years.

ACTION: Emily will review the draft timeline to be finalized at the March Nominating Committee Meeting.

4. **Application Questions**

Last year, instead of requiring board applicants to submit a 500-word statement, they instead submitted answers to the same six questions on the election application. The point of the questions was so that candidates could be more easily compared. The group agrees that those questions were limiting as far as an applicant being able to fully express themselves.

- Laurie – feedback from some members was that the question format allowed them to compare candidates and make a more informed decision. I suggest including an open-ended question in addition to the questions.

AGREEMENT: Remove three of the previously used questions to allow space for an open-ended question. The questions on the application would be the following and there would be a limit of no more than 500 words total.

- Why would you like to serve on the Board of Directors of the North Coast Cooperative?
- Describe how your experience, including education, training and working with other groups or boards, will help you succeed as a board member.
- What do you see as the most important opportunities or challenges facing the Co-op in the coming 5-10 years?
- Please share additional thoughts you would like the membership to know. (New open-ended question)

5. **Applicant Qualifications**

The group discussed if a person should be required to be a member for a certain amount of time prior to running for the board. The group had no changes to qualifications.

6. **Election Outreach**

- Cheri – we've lost good potential employee candidates over the last year because they've left employment here. A large percentage of employees are not members, partially due to high turnover. The Union feels that since membership is not given to employees until their one-year anniversary, it keeps a giant percentage of employees from being able to vote.

AGREEMENT: Outreach for the employee election should include: posters in breakrooms, talk to employee reps, a pay stub stuffer that specifies that they must be a member and not have a 92,000 number, at the Summer Party, and social meetings with the board/employees in stores.

AGREEMENT: Employee/board social hour events should be held in both stores to encourage employees to interact with the board and ask any questions they may have about running for the board. It was decided to hold these events on June 13 (Arcata) and June 20 (Eureka), 12:30-1:30p.m. Snacks will be provided.

ACTION: Laurie will work on a name and outreach for these events.

7. Open Board Seat

Mary Ella has resigned as a board member effective February 17. Mary Ella's term was to end this year, so if someone does come onto the board, that person would need to run in the election if they want to remain on the board for a full 3-year term.

- Cheri – Robert Eckart believes his number is valid and wishes to fill the seat vacated by Mary Ella Anderson.
 - o Colin – Robert is not a member. His membership was denied.
 - o Laurie – a certified letter declining his membership was sent to him.
- Cheri – how often are memberships denied?
 - o Laurie – I verify if someone can become a member. The main thing that I check on is verification that they live in California, as applications will sometimes have out of state addresses. I've denied two memberships since I started working here.

The group discussed how the board handled an empty seat midterm last time, which is when James was appointed to the board. The three apparent options of moving forward are to call an election, leave the seat open or appoint someone. The group discussed pros and cons of different options.

AGREEMENT: Appoint a board member at the April board meeting if possible. The board reserves the right to not fill the seat following the review of applicants.

AGREEMENT: Recruitment will happen via word of mouth, Cascadia email list, NorCAN email list, an email to employees, and the Co-op email listserve. Those interested in filling the seat should submit a letter of intention via email to board@northcoast.coop by March 22. Letters will be reviewed at the March 27 Nominating Committee meeting for verification that all qualifications are met. An appointment will potentially be made at the April 4 board meeting.

Action: Emily and Laurie will meet to create outreach language to spread the word.

8. Agreements

The group reviewed all agreements made at the meeting. There are no recommendations to the board.

Next meeting March 27, 5:30-7:30pm at the Arcata Store Conference Room.

9. Next agenda items

- Finalize election timeline
- Review application materials
- Discuss recruitment
- Process for receiving board applications
- Finalize a policy for the 500-word limit on board applications
- Review letters of interest

ACTION: Cheri will inform the board about appointing a board member via email ASAP.

Meeting adjourned at 7:50pm by consensus.

Minutes by Emily Walter