



Nominating Committee Meeting Minutes – March 27, 2019

Arcata Store Conference Room

Present

Board: Cheri Strong (NC Chair), Ed Smith, Leah Stamper, James Kloor

Staff: Emily Walter, Kristen Hayen, Laurie Talbert, Melanie Bettenhausen, Joel

Members: Kurt Christman

1. **Welcome and Review**

The meeting commenced at 5:30pm by Cheri.

2. **Approve Minutes**

Consensus to approve the February 2019 Nominating Committee minutes.

3. **Open Board Seat** – reported by Cheri

Four letters of interest were submitted for the open board seat.

- Colin – historically, the actual board discussion of the vote happened during executive session so that people can speak their mind and vote consciously without jeopardizing relations with those that applied. There should also be some type of discussion during open session.
- Ed – in the past, members and the board had time to ask questions of the applicants.

AGREEMENTS:

- All four applicants deserve to be brought to the April board meeting for review.
- Names of applicants will be drawn from a bag to decide order in which each applicant has a total of 4 minutes to speak about themselves and/or answer questions from the board/members.

ACTION: Cheri will contact the applicants to inform them of attending the April board meeting.

4. **2019 Election Timeline**

The group reviewed the draft timeline and made corrections.

5. **Application Materials**

The group reviewed the application content of application materials and made the following edits:

- change the word headshot to “photo of yourself”
- add day of week to deadlines below timeline
- page one of application above questions is confidential

There is an informal expectation of how many committees board members serve on, but no policy.

ACTION: Referred to Policies and Procedures Committee.

ACTION: Emily will distribute updated application materials to the Nominating Committee via email for review and unanimous approval.

6. **Application 500 Word Limit Policy**

The group discussed what to do if an application goes over the 500-word limit. It was decided that the application will be truncated at the 500th word.

AGREEMENT: Add a line to the election guide: “Any statement from candidates exceeding the 500-word application limit was truncated.”

ACTION: Emily will add the following language to the application: “If your answer exceeds 500-words it will be cut off at the 500th word.”

7. Receiving Applications

The group decided that applications will no longer be accepted at customer service because there is potential for them to become lost.

AGREEMENT: Applications can be submitted via email received by the due date/time, or mailed and postmarked by the due date/time.

AGREEMENT: A group email (nomcom@northcoast.coop) will be created for board members on the Nominating committee, including the Administrative Assistant. The Administrative Assistant will respond to and notify all applicants that their application was received and inform them of next steps in the process.

ACTION: Emily will make the pdf application form fillable.

AGREEMENT: When submitting via mail the envelope should be addressed to “Nominating Committee.”

The group discussed whether applicants should remain anonymous until approved. If people knew who were running, perhaps more people would run. Posting a list of applicant names would inform democracy and encourage people to run. It was agreed that those serving on the committee should not talk about applicants.

Recommend to the board: Include the following in the Board Policy Manual Section 5G: Post and update a list of applicant names by date received on the Board board as we receive them. Include caveat on the post of when applicants will be reviewed and information of how to run for the board.

8. Election Outreach

The committee discussed wanting the same outreach as the previous year as well as where to post information for the employee election. It was also noted to make sure that we include outreach that encourages people to vote. The April issue of Co-op News will include the election timeline. More information will come out in the following Co-op News.

ACTION: Cheri will write election articles for the Co-op News/Election Guide.

9. Agreements

The committee reviewed agreements from the meeting.

Next meeting Thursday, July 18, 5:30-7:30pm at the Arcata Store Conference Room.

10. Next Agenda Items

- Election kick-off
- Review employee applications

Meeting adjourned at 6:58pm by consensus.

Minutes by Emily Walter