



AGENDA
Policies & Procedures Committee (PPC) Meeting
November 7, 2018 from 6:00-8:00 pm
 Ten Pin Building – 793 K St, Arcata

Facilitator: PPC Chair

Outcomes:

- Approval of draft minutes from September Policies & Procedures meeting
- Understanding of where the Co-op is at with membership rolls and unclaimed equity
- Agreement on board correspondence auto response
- Bylaw clarification regarding board qualifications
- Finalize procurement policy for board approval
- Draft policy for annual GM review and evaluation
- Understanding of future agenda items and hotlist items

	What	How	Who	Minutes	Time
1	Welcome & Review	- Introductions - Check for changes to the agenda	- PPC Chair	5	6:00-6:05
2	Approve Minutes	- Ask for consensus on approval of the September 2018 minutes	- all	5	6:05-6:10
3	Member Comments	- Members share topics not already on the agenda	- all	5	6:10-6:15
4	Membership rolls and unclaimed equity	- Discuss status of membership rolls	- Laurie	10	6:15-6:25
5	Board Correspondence Policy	- Discuss an auto responder to board emails	- Colin	5	6:25-6:30
6	Bylaws Clarification	- Discuss correspondence from Van Baldwin and what bylaw clarification will be needed	- Leah	10	6:30-6:40
7	Procurement Policy	- Review, and adjust as needed, updated procurement policy to send for board approval	- James	15	6:40-6:55
8	GM Review	- Draft a policy for annual GM review and evaluation	- Colin	40	6:55-7:35
9	Hotlist Items	- Review and update current hotlist	- PPC Chair	5	7:35-7:40
10	Next Agenda Items	- Review potential agenda items for next meeting - Next meeting January 16, 2019	- PPC Chair	5	7:40-7:45

Hotlist:

- Consider employee longevity incentives to reduce turnover
- Consider inserting language into the Bylaws about supporting/spinning off other co-ops
- Create a policy for GM review & evaluation following completion of this year's review
- Establish strong policies and procedures for recruiting a GM