



**AGENDA**  
**Policies & Procedures Committee (PPC) Meeting**  
**May 15, 2019 from 6:00-8:00 pm**  
**Arcata Co-op Conference Room (upstairs)**

**Facilitator:** Leah Stamper

**Outcomes:**

- Approval of draft minutes from April Policies & Procedures meeting
- Bylaw clarification regarding board qualifications
- Update to board attendance policy, if needed
- Understanding of how office supplies should be purchased
- List of different member share structure possibilities
- Agreement on structure and content of the board binder
- Understanding of future agenda items and hotlist items

	What	How	Who	Minutes	Time
1	<b>Welcome &amp; Review</b>	Introductions Check for changes to the agenda	Leah	5	6:00-6:05
2	<b>Approve Minutes</b>	Ask for consensus on approval of the April 17, 2019 minutes	Leah	5	6:05-6:10
3	<b>Member Comments</b>	Members share topics not on the agenda	all	5	6:10-6:15
4	<b>Bylaws Clarification</b>	Discuss correspondence from Van Baldwin and any bylaw clarifications	Leah	5	6:15-6:20
5	<b>Board Attendance</b>	Review board attendance policies and possibly update.	Colin	15	6:20-6:35
6	<b>Office Supplies</b>	Discuss office supplies purchasing in consideration of purchasing policy	James	10	6:35-6:45
7	<b>Member Share Structure</b>	Discuss alternative options for member share structure	James	30	6:45-7:15
8	<b>Review Board Binder</b>	Review content of board binder.	Colin	20	7:15-7:35
9	<b>Hotlist Items</b>	Review and update current hotlist	Leah	5	7:35-7:40
10	<b>Next Agenda Items</b>	Review future agenda items Next meeting July 17, 2019	Leah	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
- Look into different member share structures