



AGENDA
Policies & Procedures Committee (PPC) Meeting
November 20, 2019 from 6:00-8:00 pm
 Arcata Co-op Conference Room (upstairs)

Facilitator: Leah Stamper

Outcomes:

- Understanding of the boards HR responsibilities
- Agreement on expectations of Annual Membership Meetings and possible creation of guidelines
- Decision if the bylaws should be updated with board qualifications
- Ideas for restructuring membership shares
- Creation of guidelines for review and evaluation of the GM
- Creation of guidelines/policies and procedures for recruiting a GM

	What	How	Who	Minutes	Time
1	Welcome & Review	- Introductions - Check for changes to the agenda	Leah	5	6:00-6:05
2	Approve Minutes	Ask for consensus on approval of the September 2019 minutes	Leah	5	6:05-6:10
3	Member Comments	Members share topics not on the agenda	all	5	6:10-6:15
4	Board HR Responsibilities	Review/discuss Board HR rights and responsibilities	Colin	10	6:15-6:25
5	Annual Membership Meeting	Discuss expectations of Annual Membership Meeting and possibly create guidelines	Emily	10	6:25-6:35
6	Update Bylaws	Discuss adding board applicant qualifications to the Bylaws	Colin	15	6:35-6:50
7	Member Share Structure	Brainstorm a revamped member structure	James	30	6:50-7:20
	{ 5 Minute Break }			5	7:20-7:25
8	General Manager Review	Create guideline to review and evaluate the General Manager	Colin	15	7:25-7:40
9	General Manager Recruitment Policy	Establish strong policies and procedures for recruiting a GM	James	15	7:40-7:55
10	Hotlist Items	Review and update current hotlist	Leah	2	7:55-7:57
11	Next Agenda Items	Review future agenda items Next meeting November 20, 2019	Leah	3	7:57-8:00

Hotlist:

- Consider employee longevity incentives to reduce turnover (Strategic Plan)
- Consider inserting language into the Bylaws about supporting/spinning off other co-ops