



AGENDA
Policies & Procedures Committee (PPC) Meeting
July 17, 2019 from 6:00-8:00 pm
 Arcata Co-op Conference Room (upstairs)

Facilitator: Leah Stamper

Outcomes:

- Approval of draft minutes from May Policies & Procedures meeting
- Bylaw clarification regarding board qualifications
- Decision whether to update Bylaws Section 2.05
- Agreement on officer descriptions
- Agreement on board communication materials
- Update to Directives to Staff matrix
- Understanding of future agenda items and hotlist items

	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 May 15, 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	Bylaws Clarification	Discuss correspondence from Van Baldwin and any bylaw clarifications	Leah	5	6:15-6:20
5	Bylaws Section 2.05	Review Bylaws section 2.05 for possible language update about C-share withdrawal	James	20	6:20-6:40
6	Officer Descriptions	Review the board officer descriptions that are included in the board handbook.	Colin	20	6:40-7:00
7	Board Communication	Review communication with members content of the board handbook.	James	20	7:00-7:20
8	Directives to Staff	Review board directives to staff matrix and update as appropriate	Leah	15	7:20-7:35
9	Hotlist Items	Review and update current hotlist	Leah	5	7:35-7:40
10	Next Agenda Items	Review future agenda items Next meeting September 18, 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
- Hire consultant to review the board handbook