

OKLAHOMA FOOD COOPERATIVE

BOARD MEETING

OAEC

March 28, 2010

Board members present - Deedra Hovey, Ann Young, Dawn Mahiya, Chelsey Simpson, Kara Joy McKee, Robert Waldrop, and Walter Kelley.

Robert called the meeting to order at 4:50 p.m. The agenda was approved by unanimous consent, but approval of the minutes was delayed until a entry in the minutes about the DARP agreement can be checked.

The Board went into executive session from 4:55 until 5:45 to discuss code of conduct and trust-building for Board members.

**Motion: We will develop a code of conduct for Board members.** (Deedra, Dawn)

This motion passed unanimously. Robert appointed Lisa to lead this effort.

**Motion: In order to build our effectiveness as a Board, we will work on trust-building.** (Chelsey, Ann)

This motion also passed unanimously, and Kara Joy will be in charge of this project. The next motion was adopted with no dissent:

**Motion: On behalf of the Board, Chelsey will sent live plants to Lori, April, and Paulette.** (Dawn, Kara Joy)

Walter and Chelsey will work on recommendations for rules of order to be followed at future Board meetings. Kara Joy will be responsible for updating the policy manual, which resides in a folder in the files section of the Board's Yahoo group.

The next three motions passed unanimously.

**Motion: Board-initiated requests for additions or changes to the policy manual shall be made in the form of a motion that mentions the policy manual.**  
(Chelsey, Deedra)

**Motion: The preceding motion shall go in the policy manual.** (Chelsey, Deedra)

**Motion: We will purchase suitable digital audio recording equipment to record future Board meetings and develop a system to archive these.** (Chelsey, Kara Joy)

## **Proposed changes to producer standards**

The Standards Committee, after a period for public comment, has submitted to the Board a set of proposed revised standards for prepared food producers and for processed food producers. These standards would create new categories of producers within the general area of food producers. In particular, it would distinguish between products that require a Processing Authority Letter and those that don't. It would also distinguish between products prepared by the producer and those prepared by a co-packer. There would be different application forms for the various categories. Unfortunately, there is no general list of processed foods that require such a letter, and the producer would be responsible for checking on the proposed products. The theme of the new standards is to leave decisions to the customer about what products to purchase but to provide enough transparency so that the customer can make informed decisions. Kara Joy and Deedra said that we should develop labels to identify easily characteristics of products that our customers care about. Walter is concerned that we may lose our ability to check that ingredients of co-packed products satisfy our standards and suggested that a copy of the portion of the producer/co-packer contract that deals with ingredients be made available to the Co-op. Robert said that some revisions in the proposed changes will be made and the revised standards will be emailed to the Board for action at a future meeting.

The Board decided to revisit its decision to approve new producers subject to a later inspection, and adopted unanimously the following motion:

**Motion: The Board will not vote on producer applications before the producer is inspected.** (Dawn, Ann)

## **Classified ads**

Robert had emailed Board members a proposal for selling classified advertisements on the Co-op website. He believes that it is a good idea because it permits Co-op members to provide services as a category of products, it promotes more economic ties among Co-op members, and it will generate some income for the Co-op. Chelsey mentioned two reservations: some categories, such as "companion animal", might be objectionable and posting the ads would be a hassle for someone. After some additional discussion, there was general agreement that such ads would be beneficial, and the next motion was adopted unanimously.

**Motion: The Board approves including classified ads on our website, according to Robert's proposal as amended. Implementation will be carried out by the CIO. This motion shall be included in the policy manual.** (Kara Joy, Ann)

Here is the complete text of Robert's proposal.

1. The Co-op will sell classified ads on its website. The ads will be organized into categories, depending on the subject and the number of the ads submitted.

2. The ads will be accepted only from members, but the ad pages will be on the “Public” side of the website, so anyone going to our website can view the classified ad section.
3. The cost of the ads is \$5 for 150 words, for one month. Ads will go up within a day or two of the monthly delivery day, and be taken down (if not renewed) after the following delivery day.
4. The Co-op will recruit a volunteer who will receive work credits for posting the ads when ordered and removing them when they expire. The volunteer will be supervised by/report to the CIO.
5. Ads will not be accepted in these categories: politics, religion, dating/relationship seeking, escort services, any illegal activity, pets/companion animals, or sexuality. Other than these restrictions, members may advertise any goods or services they may have to offer. They may also announce events, commemorate milestones like anniversaries, birthdays, and marriages/births, and solicit donations on behalf of/ invite people to help with volunteer projects. Producer members may advertise their products.
6. All ads must be suitable for viewing by all ages.
7. The online framework for the classified ad section will be determined by the CIO.
8. Ads will only be accepted via the Co-op’s ordering system, via a “Co-op Product”, with the text placed in the “Comments” field of the order’s shopping cart.
9. Implementation is under the authority of the CIO.

## **HB 2345**

The Board wants to recruit someone in the Co-op to serve on the board established by this bill.

## **Financial report**

April submitted via email profit and loss statements and balance sheets for January and February, showing net incomes of about \$2000 and \$1000, respectively. This is a good sign for our operation, but we will be watching closely for future trends. Kara Joy sent the Board a preliminary budget prior to the meeting as well.

## **Membership report**

Since the month of March was not yet over, Dawn did not have a monthly report on membership, but she did say that we are getting a large number of new memberships.

Also, she is seeing at least seven inquiries per week about earning memberships or receiving free memberships.

### **GOM report**

Kara Joy reported that she is having to spend most of her time on day to day activities. However, she is also working on some new projects, such as recruiting a fund-raising team, revising route materials, initiating a 20 item or less check-in line, and encouraging producers to check in (especially dry goods) the day before delivery day. The logistics team is doing a great job preparing for delivery day, and next month they will work on the problem of left-behind items. At the Operations Center they are trying a new substance for filling in cracks in concrete, working on fixing the roof, posting maps of the center, cleaning up the outside of the center, and maybe planting red clover and buckwheat to improve the soil. There is also much work going forward on routes and pickup sites, including possible new sites in Norman and in Oklahoma City. She is building relationships with producers by ordering their products and giving them feedback. She is also putting together a team to organize hospitality and special events.

### **Vice President for Customers**

Chelsey passed out an outline of materials to be included on the home page of our website, together with topics that will have links on the home page. Her plan is to develop a newly designed site, rather than to use an existing site as a template.

The meeting adjourned at 8:45 p.m.

Submitted by Walter Kelley, Secretary

