September 15, 2021
Policy B8 – Board Logistical Support, last revised: January 6, 2020.
I report compliance with all parts of this policy.
Unless indicated otherwise, this data is accurate as of September 15, 2021.
I certify that the information contained in this report and any attachments is true.

MCSchab

General Manager

Policy Language
The General Manager must not allow the Board to have inadequate logistical support.

Interpretation & Operational Definition:
The General Manager is responsible for providing administrative support to the Board so that directors can focus on their governance role rather than on all the administrative work that keeps any good team functioning. Maintaining support will be the responsibility of the General Manager even when further delegation occurs.

- The Board has fully defined this policy in the sub-policies below. Please look there for operational definitions.

Data: Compliance with the primary points of all the sub-policies will demonstrate compliance.
I report compliance with the top level policy.

Policy Language
The GM must not:

B8.1 Provide the Board with insufficient staff administration to support governance activities and Board communication.

Interpretation & Operational Definition:
The General Manager is responsible for ensuring that one Co-op employee is designated as a Board Administrative Assistant. Though this employee will serve the needs of the Board, they will always be supervised solely by the General Manager. Additionally, with Board consent, the Board Administrative Assistant may have other administrative duties beyond Board administrative support.

The Board Administrative Assistant position has a unique job description and the support work is only performed by this employee and the General Manager.

The Board President will affirm that administrative support is sufficient.

Data:

- Chloe Rambo was hired as the new Board Administrative Assistant in January 2020, Annabelle Bettger was hired in September 2021 as Chloe's replacement and is currently in training.
- Chloe and Annabelle are both supervised by the General Manager.
- The following table lists primary responsibilities of the Board Admin. A "yes" response means that the work was done adequately; a "no" response means the work was not done adequately. Compliance is achieved when the president answers "yes" to all items. Feedback provided by the Board President.

Board Admin Responsibilities		President's Feedback
Board Meeting responsibilities:	Attend all meetings	Yes
	Record meeting minutes	Yes
	Send meeting reminders	Yes
	Post meeting dates & agenda	Yes
	Work with GM & Chair to finalize the agenda	Yes
	Build and distribute packet	Yes
Board Retreat responsibilities:	Arrange facilitator, location, food	Yes
	Arrange necessary supplies	Yes
	Record retreat minutes	Yes
Annual Meeting & Owner Forum responsibilities:	Assist in meeting planning	Yes
	Organize owner forums	Yes
	Attend all events	Yes
Election responsibilities	Provide planning and logistical assistance	Yes
	Organize candidate forums	Yes
	Assist with set-up and clean-up	N/A for 2021
Committees	Take minutes for committees	Yes
	Archive minutes	Yes
	Keep action items	Yes
Other	Maintain Board calendar	Yes
	Maintain Board Google site	Yes
	Maintain bulletin board	Yes
	Clear comment box	Yes

Data supports compliance.

Policy Language

B8.2 Allow the Board to be without a workable mechanism for official Board, officer, or committee communications.

Interpretation & Operational Definition:

The Board needs both a way to communicate internally (between directors) and externally (between the Board and the owners). A "workable mechanism" is something that is easy to use and gets the job done. For internal communications this policy refers to the distribution of the Board meeting packet and a central and easily accessible area for those packets. Internal communication also includes email between directors. For external communications, this policy refers to publishing Board-approved articles, as well as to sending/receiving communication to/from owners via email.

- The monthly meeting packet is available at least 5 days before each Board meeting. Hard copies are placed in the Board's mail boxes outside the General Manager's office. Electronic copies are emailed to directors as well.
- Past meeting packets are available on the Board's private website which all current directors have access to.
- The Co-op provides all directors with a moscowfood.coop email address for official communications and maintains the general board@moscowfood.coop list. The Board receives email directly from owners and can email owners directly.
- The Board has many opportunities to communicate with owners and the Board can post announcements and news on the Co-op's website anytime and can utilize the Co-op's social media channels. The Board also has the opportunity to request that special notices be sent (electronically or physically) to owners.

Data:

- During the previous 12 months, meeting packets were available 5 or more days before Board meetings 100% of the time.
- The Board's website contains meeting packets dated January 2014 to present. Older packets are available through the Board's Administrative Assistant. Each director is given the password to the Board's website. The Board Admin is currently working to improve the Board's website.
- Each director has a unique moscowfood.coop email address.
- The Board regularly uses the Co-op's social media channels as a means of communication with owners and non-owners. Below, see the 12-month history (ending September 2021) of published Board articles in the enewsletter and the online Community News:

E-newsletter submissions		
Month	Board Article	Topic
October	Y	2019 Annual Report, election packet available, new director introduction, board meeting invite
November	Y	Board meeting invite
December	Y	Board meeting invite, board elections
January	Y	Board elections, board meeting invite
February	Y	Virtual candidate forum invite, election update, voter's guide
March	Y	Virtual candidate forum invite, election update, voter's guide
April	Y	2020 Annual Report, annual meeting invite, annual meeting recap, board meeting invite
May	Y	Board meeting invite
June	N	
July	N	
August	Y	Board meeting invite
September	Y	Board meeting invite

Community News submissions		
Month	Board Article	Topic
October	Y	Annual meeting information
November	Y	New director introduction
December	Y	The Gift of a Lifetime
January	Y	Run for the Board
February	Y	Sustainability in the New Year
March	Y	Virtual candidate forum announcement
April	Y	Election results and congratulations
May	N	
June	N	
July	Y	Drought
August	Y	Dashboard Baking
September	N	

Data supports compliance.

Policy Language
B8.3 Allow directors to be without an updated copy of the Policy Register and the Bylaws.

Interpretation & Operational Definition:
No further interpretation required.

New directors receive a Board binder containing a paper copy of the current Policy Register and the Bylaws during New Director Orientation which takes place before their first Board meeting.

All directors receive a paper copy of any proposed revisions to policy in their Board meeting packets.

The Board Administrative Assistant provides hard copies of all revised and approved polices to directors who prefer paper copies.

Approved policies and Bylaws are found on the Board's Google site.

Data:

- Directors who were newly seated in the last 12 months:

Name	Date Seated	Orientation Date
Cheyne Mayer	4/5/2021	NA
Dulce Kersting-Lark	4/5/2021	4/19/2021
Trish Hartzell	4/5/2021	4/26/2021

- Policy Updates:

Policy	Approval Date
B3	10/5/2020
C9	10/5/2020
C6	2/1/2021
D	3/1/2021
D2	3/1/2021
D3	3/1/2021
D4	3/1/2021
C2	5/3/2021
C3	5/3/2021

- The updated Policy Register and the current Bylaws can be found on the Co-op's website under the Board of Directors tab.

Data supports compliance.

Policy Language

B8.4 Allow inadequate information and notice to be provided to owners concerning the Board or its actions, meetings, activities, or events.

Interpretation & Operational Definition:

Co-op owners should have easy access through multiple sources to information about their elected Board of Directors.

- Names & photos of all current directors and contact information for the Board will be posted on the bulletin board located just inside the west entrance and on the Co-op's website under Board of Directors/Meet Your Board. This information is also available in the Board binder at the Customer Service Desk.
- Notice of all Board meetings will be posted on the bulletin board and on the website under Board of Directors/Meetings & Minutes.
- Notice of the Annual Meeting will be posted on the bulletin board, around the store, on the website, communicated in the Co-ops various communication platforms (including social media), and in a press release.
- The Policy Register is available to owners at the Customer Service Desk and on the website under Board of Directors/Board Information.
- Copies of approved Board meeting minutes will be kept at the Customer Service Desk and on the website under Board of Directors/Meetings & Minutes.
- The agenda for the upcoming Board meeting will be posted near the Customer Service Desk and on the website under Board of Directors/Meetings & Minutes.
- Notice of Board elections will be posted around the physical store, on the website under Board of Directors tab, in the Co-op's communication platforms, and in a press release.

Data:

- Most recent updates

	Online	Bulletin Board	Publications
Director bios	April 2021	April 2021	N/A
Director contact info	April 2021	April 2021	N/A
Board meeting notice	Monthly	Monthly	Monthly
Annual meeting notice	February 2021	March 2021	March 2021
Policy register	September 2021	N/A	N/A
Approved minutes	Monthly	N/A	N/A
Board meeting agenda	Monthly	Monthly	N/A
Board Election notices	March 2021	March 2021	March 2021

Data supports compliance.

Policy Language
B8.5 Allow insufficient archiving of Board documents.

Interpretation & Operational Definition:
The Board needs a historical record of its work.

- Board documents are archived on the Board's private website.
- Some Board documents are available on the Co-op's website.
- Board documents are archived on the Co-op's server.
- Some Board documents are physically archived at the Co-op.

Data:

- Current locations of archived documents

	Website	Private Website	Server	Physical
Meeting Packets		X	X	
Meeting Minutes	X	X	X	X
Director Contact Info	X	X	X	X
Committee Charters			X	X
Committee Minutes		X	X	
Policy Register	X	X	X	X
Articles of Incorporation			X	X
Bylaws	X	X	X	X
Annual Reports	X	X	X	X

Data supports compliance.