**Harmony Co-op Board of Directors**

**Minutes, February 23, 2022**

**Present:**

**Board: Rita, Mary, Leanne, Jan, Diane, Chuck, Tom, Kathryn**

**Staff: Rhonda and Danielle**

1. **Call-to-Order: 6:00pm @ Wild Hare and Zoom**
2. **Check In (SERVANT LEADERSHIP FOCUS TOPIC – EMPATHY) “Where have you seen evidence of our commitment to empathy in our organizational practices?”**
	* **Responses included: Giving directors option to attend in person or Zoom, listening to understand each other, empathy seen at Harmony.**
3. **Consent Agenda**
	* **January minutes – APPROVED.**
	* **Agenda**
4. **Governance: In Colleen’s absence, Mary led the conversation asking if anyone had questions about the material Colleen presented in the financial reports.**
	* **B4 (Manager’s Report) - IN COMPLIANCE**
	* **Financial Statements**
	* **B8 (Customer Service). Danielle presented this topic and reports that we consistently receive very positive feedback from customers. - IN COMPLIANCE**
	* **B9 (Environmental Policy) - Mary explained that this policy had been revisited last year and Colleen had let her know that the revision hadn’t made it into this year’s response. Colleen will provide an updated report next month. HELD UNTIL MARCH MEETING.**
5. **Draft Action Plan: Rita led the discussion of the final three work areas yet to be incorporated into the BOD calendar for the year.**
	* **Finalized BOD roles re communication – discussion to coordinate with reporting on roles in April meeting.**
	* **Will review Culture of Care again in May to determine need.**
	* **Plan to kick off Everyone Welcome topic in May.**
	* **Rita reported progress on her one on ones with Board. Going well. Board thanks Rita.**
6. **Annual Meeting (outline and plan) – Meeting to be held April 24, 2022 @ 1:00pm – 3:00pm via Zoom.**
	* **Decision - Board invited to be in the room. Probably the back room, which is larger. Can also choose to attend via Zoom.**
	* **Mary to design an online white board to facilitate owners telling about the last 10 years of Harmony’s history. Interactive journey/history session. Decision – to present this first, before the official Annual Meeting.**
	* **Business/formal board meeting to begin at 2:00pm. Break out into small online groups.**
7. **Onboarding, Board Development and Recruitment**
	* **Candidate progress updates. Three people officially on ballot for the three open BOD seats.**
	* **Plan for tutorials for April Onboarding**
		+ **Financial Statements – Chuck will write a basic tutorial for financial statements and present a draft at the March meeting.**
	* **Teams – Rita to facilitate training on navigating Teams.**
	* **Virtual CBD 101 Training – March 19, 2022. Harmony to cover costs. Those interested are to contact Colleen to arrange payment.**
8. **Wrap Up**
	* **Process Reflection**
	* **Kathryn: Group Photo and Summary**
	* **Meeting adjourned 8:00pm.**
	* **Next board meeting will be March 30, 2022 at 6:00pm, location TBD.**

**Rhonda Lokken, Board Administrator**