

## Boulder Food Rescue

### September Board Meeting

**Date: September 27th**

**Start Time: 5:10pm**

**Location: Sundari's House**

#### Agenda:

- Bylaw Changes
- Recruiting New Board Members
- October Board Retreat

#### Bylaw Changes

Motivated by: limitation of board members to existing volunteer base. Want to expand this to get more people who support goals of organization, but might not be active volunteers. Want to also institutionalize BFR values, expand size of board.

1. Delete steering the organization..., and replace with advising and setting long-term goals, fundraising, and short-term and long-term financial management of the organization.
2. Replace proposed sentence with: (The composition of the board must include 2 active coordinators as part of an at least 50% makeup of individuals currently volunteering. During the summer months, active coordinators can be replaced by other volunteers.)

Remove "Reducing homelessness" as one of BFRs core values.

All other sentences remain the same.

3. Accepted
4. Accepted
5. Accepted
6. Accepted
7. Accepted
8. Accepted
9. Accepted
10. Accepted
11. Approved changing Purchases > 10% to be 2/3 majority. All other changes tabled until October board meeting.
12. Accepted
13. Accepted
14. Put off until October. Need to include goals, performance guidelines, job description.
15. Keep the first paragraph. Keep the first sentence of the second paragraph. Cut everything until last sentence of the second paragraph. Change last sentence to be "During the board decision, the Executive Director has a right to be present."

Board Member Statement of Agreement:

Change financial sentence to: I will make a financial donation to the organization

New Board Member Recruiting: Each current board member will take on the task of recruiting one board member. Kyle will send out list, current board members will followup with one candidate, take them to coffee, talk about BFR and the board.

Blair Young will give us two hours volunteered time to discuss a project. Will send 1-2 people to meet with her, instead of having her meet with entire board. Decided to do board retreat, and use that to come up with something to discuss with Blair. Already suggested looking at organizations that invest in infrastructure. Sundari will research infrastructure grants.

Kyle, Quinn, and Rhonda will find a time to meet with Blair.

Need other people who are good facilitators. Emily at Bridgehouse might be good, Kyle is going to contact her. Space? Alfalfas, Engineering Center, Co-working space.

Kyle sending updated quarterly financial reports. Meeting individually with Kyle to discuss group exemption.

New trailers, Jim at CU fixed a hitch. Josh (volunteer) fasted for a week, raised \$500. three new interns.

Sprouts Baseline won't work with us without general liability insurance. Kyle researching.

Meeting adjourned: 7:14pm

**Meeting Date: August**

**Location: Sundari's house**

**Present: Kyle, Sundari, Nora, Bill, Xavier, Rhonda, Hana**

**Meeting Begun: 5:25pm**

**Meeting Adjourned: 6:42pm**

**Agenda:**

- New Board Member!
- New Advisory Board Members
  - Suze
  - Caleb
- Would love to hear more about Sundari's food budget of \$250/year. This is motivated by recent legislation to cut food stamp budget as well my vision of BFR taking an activist approach. What if we started publishing low-income meal plans?
- Re-visit visioning session and translating some long-term visions into executable steps to reach those goals.
- Volunteer Coordinator Fellowship: creating a \$3,400 stipend for a person to work part-time on finding new volunteers, establishing replacements for open shifts, and organizing coordinators and volunteers for a "covering shifts crew." This would be a nine

months position and have a monthly stipend of \$400. Ideally we would hire within the organization, but I am interested in bringing in a large pool of applicants to interview.

- Board Member Retreat: I am interested in taking a board retreat for our September board meeting. This will take place in Boulder and we occur over a weekend in the end of September.
- Kyle's Training Pay: For the two weeks of training Kyle has worked 40-50 hours each week, and we need to find a reasonable compensation for his time.
- If we have time: Hana's creatively structured performance review as mandated in her contract, and the signing of a new contract. Looks like this will have to be done in Dec, but lets make sure we stay on top of it.

#### **Minutes from Rhonda:**

**Start: 5:25**

#### **New board member discussion**

**Two new applicants – Turner and Brian**

**Kyle, Sundari, Nora, Bill, X, Rhonda, Hana**

#### **Skills we want to see on board member:**

**Sundari - diversity, non-profit experience**

**Nora – detail oriented, proven, good public presence, familiar with organization**

**Bill – committed to core values, diversity of thought and experience**

**X – diversity of experience, different perspectives**

**Rhonda – creative problem solving**

**Hana – creative problem solving, values central**

**Kyle – diversity of experience, previous nonprofit experience, diversity of skill set**

#### **Other comments:**

**Turner may not have diversity of experience, but he is creative. But, may not bring anything new. Board should take on specific board roles and move away from coordinator stuff. Nervous about bringing in someone who would be another coordinator and do board stuff. Good to have odd number of board member for voting reasons.**

**Move to final vote on Brian and Turner. Voted against offering Turner a position on the board. Brian didn't submit his follow up questions and doesn't seem that interested after all. Decided not to pursue discussing Brian any further, voted against Brian. No board member selected.**

**Bylaws state that you need to be involved in day to day ops.**

**Kyle will create a Google doc for us to add potential new board members names.**

#### **Volunteer coordinator position:**

**Coordinator position that we pay \$10 hour for 10 hours a week. Check robot daily, cover shifts, call people to cover shifts. Recognizing that the work takes a lot of time and someone deserves to get paid for it. Kyle is discussing the budget to explain why the money exists to cover the volunteer coordinator position. Discussing the roles and**

responsibilities of a volunteer coordinator. Do they do pickups or spend all their time doing organizing? Voted to officially create a volunteer coordinator position. Will send out notice to volunteers, INVEST, newsletter, etc to advertise position.

**Training pay for Kyle:**

Worked 48 hours each week for last two weeks. Discuss how much we should pay him for his work. Decided that Kyle needs a new computer for his position.

**Board retreat:**

Most nonprofits have an annual retreat where board members go away for a weekend to discuss bigger, long-term issues. Discuss potential places for the retreat, how far do we go from Boulder. Have facilitators to facilitate specific discussions about topics. Kyle will send out a Doodle poll for times and dates. Looking for facilitators.

**Hana's performance review and contract:**

Contract is expiring soon and part of contract was a performance review. Nora suggests meeting back up in December to discuss performance and contract. Sign new contract at that time. Need to acknowledge that we didn't review her at one year when we should have. Sundari will find a template for writing a performance review. We will all fill out a performance review for Hana and she will also write one for herself.

**Bill's last board meeting.**

**Meeting adjourned: 6:42pm**

**Meeting Date: July 22nd, 5pm**

**Location: Elliott's Back Yard**

**Present: Elliott, Hana, Xavier, Nora, Kyle, Rhonda**

**Meeting Begun: 5:15pm**

**Meeting Adjourned: 7:20pm**

**Agenda:**

- Moved visioning session to the beginning and decided to cap the discussion at 45 minutes.
- Treasurer Replacement (Elliott is stepping down August 1)
- Visioning Session
  - Personal Story Share
  - Hopes, Fears
  - Short, Mid, Long Term Goals
    - Action Steps to Achieve Them
    - Timeline

Things to consider (from Nora)

-Implementing a more careful planning process before adding new projects

- Tightening bylaws to allow for transition of leadership (especially with respect to where funds come from)
- Recording our internal processes and systems so that new members (coordinators, board members) can learn faster.

Vision input from Rhonda:

*Be the voice of food waste and homeless nutrition.*

We should talk like we know what we're saying until people start to believe us. This includes having an opinion on anything locally that is related to food waste and nutrition and expressing that opinion to anyone who will listen. For example, if an article appears in the Daily Camera that is related to either of these issues, we write a Letter to the Editor to express an opinion and sign it as a representative of BFR (including our own name). I think we should also comment on national food waste and nutrition issues. For example, if a bill is up in Congress that is related to food waste or nutrition, we write letters to the national media (and the Daily Camera and Denver Post) expressing our opinion on the issue. There was recently a debate in Congress about cutting food stamps and a Republican congressman showed how he could live for a week on a reduced food stamp budget. At the end of the week, he said he was able to live just fine. However, he neglected to mention that he hadn't purchased a vegetable in 7 days. BFR should jump on his sorry Republican ass and point out the limitations (stupidity) of his experiment to anyone who will listen. This could include compiling data on the cost per pound of veggies vs. meat vs. potato chips vs. etc.

*Evaluate food rescue trends for first two years of BFR*

The pickups at Sprouts(Sunflower) diminished on Sundays over the last year and it makes me wonder if pickups are down all over. We should evaluate trend in data. CFS might be picking up more produce and to avoid being phased out, BFR may need to adapt. Understanding the trends is first step.

*Increase restaurant pickups*

If CFS is increasing pickups, we may want to look at other avenues. There are other food rescue organizations that focus on restaurants. We could do the same. The restaurant could sponsor the pickup by putting their name on our trailer, and paying us. This could require capital investment, but maybe that's our next Kickstarter campaign.

Vision Input from Elliot:

Re-evaluate everything from public health perspective. Is there another way of addressing food waste and hunger than just re-distributing? Re-quantify how we're measuring our impact and food waste. Get our name in the conversation for the 2030 zero waste vision. Evaluate if we're doing things in the best way possible. Possibly create a company and have company fund the non-profit. Find ways to not have to fight with organizations that also rescue food. Find way to fund ourselves outside of donations. Would also love to see Boulder community as a whole involved in BFR, increase diversity of the organization. Big things: Re-evaluate effectiveness of what we do and how we do it and evaluate sustainability of organization via funding.

#### Vision Input from Xavier:

Would like to see one big annual major event that is sponsored by BFR and becomes known thing around town. This would be strategy for raising funds. Over 3 years, people look at us as authority on food waste, even nationally. Increase research that we've done in Boulder to be national. Being an opinionated organization and having a strong voice. This could lead to policy and initiatives that could change food waste policy.

#### Vision Input from Nora:

Creating an organization to hand off to people in the future. Create a system for organizing work, making sure shifts get covered, system for recruiting volunteers. Transferring that work to 3-4 experienced coordinators. Executive directors job would more closely resemble other EDs. Hana could focus on fund raising , etc. Firming up the bylaws to remove our fears. Pay attention to group dynamics and allow for disagreement to happen without issue. Be more effective at resolving conflict?

#### Vision Input from Kyle:

Values of BFR institutionalized in our bylaws. What does this mean? Develop criteria for fundraising, who we take money from and who we don't. Establish our ethical stance on how our non-profit works. Put a number of people on the board who are also coordinators. This way, board can include non-coordinators, but will always include a core of people who are involved as coordinators. Set expectations for board members, such as how many hours a week, and what those activities should be. Some of job as board member is raising money for organization. Create part-time or fellowship positions for people who have been involved for a year or more. These folks could train new folks. Continue talking about expanding on a national level. Start a network of people nationally on food waste.

#### Vision Input from Hana:

Work toward doing such a good job that we no longer have a use for BFR. Starve the freegin. Don't know the steps to get there. Group exemption is important, need to get enough people fired up about the issue and national is the way to go. We shouldn't be afraid to be opinionated and be a voice on food waste. Education is also important. In Boulder, we could work with Second Kitchen, etc and have collaboration about education. If we're going to be a voice, we need to be experts at something. We're experts at food waste. We're also experts at bike-powered food rescue. We're good at being innovators and we should continue innovating. Don't want to work on symptoms only, want to work on changing the system.

#### Fears about BFR:

Xavier: it will end due to bad organization

Nora: inflexibility will take over and we won't try new things. We'll forget about the fun stuff.

Elliot: not doing enough and not really going after the biggest issues

Kyle: will lose momentum and not exploit energy to go in a good direction.

Rhonda: fear of being surrounded by pot-smoking hippies

Hana: need to continue to be innovators, don't want to be Boulder Bread Rescue, want to be leading edge voice

- New Board Member

- Brian K

Pros: Very nice, very engineering. Great for data stuff, great for numbers. Level of commitment

Cons: engineering mindset could also be a con. May not be creative. Aversion to fundraising. He mentioned that he's quiet at meetings, hopefully he will talk.

- Sundari

Pros: focus on fundraising, detail oriented, focus on collecting the right data for grants shows big-picture thinking

Cons: hasn't been involved lately, might be a little conservative wrt risk taking and trying new things, work schedule

- Turner

Pros: totally focused and interested in BFR, still a student and might not be available after 9 months, lots of drive

Cons: Inexperienced, might not bring new ideas to BFR, might have too much else to do with sole project, creative minded

Decided to vote:

Voting, give first, second, and third choices where first = 3, second = 2, third = 1

Bill: Sundari, Brian, Turner

Nora: Sundari, Turner, Brian

Elliot: Sundari, Turner, Brian

Xavier: Sundari, Turner, Brian

Rhonda: Sundari, Brian, Turner

Then, Elliot changed his mind on Turner and Brian.

Decided to offer a position to Sundari with the plan that she will be responsible for financial stuff. She will take over for Elliot at treasurer and her focus will be fundraising. Decided to put together some additional questions for Turner and Brian. Will send out and review their answers at next board meeting.

- New Advisory Board Members - didn't get to this.

**Meeting Date: June 6th, 2013, 5pm**

**Location: Elliott's Casa**

**Present: Elliott, Rhonda, Nora, Xavier, Hana, Bill**

**Meeting Begun: 5:10 pm**

**Meeting Adjourned: 6:45pm**

**Agenda:**

- Ceremonious pie dance for Rhonda. Successful. Nora made strawberry-rubarb cobbler.
- New Board Member

Debated the merits of Turner and Paul. Discussing what we're looking for in a new board member. Candidate needs to know BFR, organizational skills, possibly diversity of ideas. Decided to put out an open call to all volunteers and advisory board members. Call will include a job description and ask applicants to describe what they would bring to the board, how long they have been involved in BFR and their level of involvement, and any ideas they have for improving the organization, or ideas for a vision for the organization over the next few years. Deadline for applicants will be two weeks after the call goes to volunteers. Applications will be discussed at the July board meeting.

- Advisory Board Roles and Responsibilities

Debated the roles of the advisory board. Read the bylaws about the role of the advisory board. Might disband the advisory board in its current form and move to a team of advisors who meet with the board and focus groups. This would allow us to go national, such as getting Jonathon Bloom. Debated how to get current advisors more involved and get them to follow through with commitments. Expectations of each advisory member could be different and would be defined. Debated increasing the number of allowable advisory board members from 6 to undefined. Agreed that the board should be responsible for defining the roles of the advisory board. Discussed if anything is lost by not having an advisory board meeting. Term limits could be minimum of 1 year and maximum of 2 years. The board can renew the term.

Update the bylaws to remove the maximum number, the expectation of each advisor defined by board, board works with advisors independently around their role, meet every six months for Boulder.

- Hana at Half Time Pay (not work)

Hana offered to cut her hours to half time and volunteer the other half of her time. Board decided that instead of cutting hours, she will remain full time and spend half of her time (20 hours) raising money. Bill suggested subscription membership for individual donors that automatically renews each month. Elliot brought up the adopt-a-route. Hana will remain full time.

- Board Meeting Procedures
  - Note-Taking Protocol
  - Facilitator Designation

Discussed how notes have been taken and whether we need to be more formal or have a specific protocol for note taking. Prompted by Caleb trying to read the notes and not being able to make sense of them. Decided to post the notes on the robot but not email to volunteers. Consensus: don't take shitty Elliot-style notes.

## July Plan

### **Visioning session**

Come with our "stories." How did we get to this point with Boulder Food Rescue? Why do we care? What are our hopes for BFR, what are our **fears**?

Hana will present long term goals → Mid term goals → short term goals. Start with end goal, then bring it to now. Create action steps to get to every point along the way. Timelines are included.

Together we will create these steps and figure out our funding strategies to support our goals, and in no way change our goals.

- 1 year plan action steps
  - Discuss fundamental goals for year June 2013 - June 2014
  - Draft concrete plan
    - Action steps
    - Deadlines
    - Budget Considerations
    - Progress Reports

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**Meeting Date: May 22nd, 2013, 5pm**

**Location: Bill's House**

**Present: Xavier, Nora, Hana, Bill, Elliott**

**Meeting Begun: 5:15pm**

**Meeting Adjourned: 7:16pm**

**Agenda:**

- Recap on ED Position Discussion
  - Items discussed: financial situation, lack of current fundraising, salary as a percentage of budget, setting a blueprint for the ED position, ensuring proper training for whoever is ED (including sharing contacts, general transition items, etc.), ED and Board time distribution/scheduling
  - Recognition that discussion was poorly managed, voted in absence of all board members, and overall poorly navigated the decision and vote
- Executive Sessions
  - Proposition: Change ED review to 3x annually, allow for discussion (non-voting) amongst board members absent the ED before the reviews
  - Not a violation of our bylaws
  - (5:50pm) Within context of employee review, and executive session would allow for cohesion *at* the review, allow for arena to discuss the ED position without
  - 3 minute break (6:17pm)
  - **Proposed Bylaw Addition:**
    - Employee Review Section
    - Elliott will write words, share with board for review

- New Board Members (2)
  - Need 1 board member very soon, second member needed very soon
  - **Proposed candidate:** Rhonda H. (Hana will approach her)
  - Erin P is leaving in 9 months
  - Brian K is potentially good candidate
  - **Proposed candidate:** Turner (has experience leading, decision-making, business-minded)
  - Post an open position online?
    - Not directly to the board, but posting an intern/coordinator position and drawing from that experience (6:59pm)
  - **(7:13pm) If Rhonda says no, we will ask Turner**

---- adjourned ----