Executive Committee Meeting
5.6.2020
Present: Melinda (GM), David (President), Alice (VP), Cheyne (Treasurer), Laurene (Secretary), Julie Massa and Thane Joyal (Columinate Consultants), Chloe (Board Admin)

The committee set two topics of discussion prior to the meeting:
1) COVID Appreciation Pay & Plan
2) New process for aligning Directors with committees

<u>COVID Appreciation Pay & Plan:</u>
The committee formulated a plan to pay Co-op employees a set amount of increased compensation to show appreciation for their dedication to work during the pandemic.

**The financial information discussed relates to a document attached titled "Appreciation Pay Calculation" provided by HR.*

Cheyne shared he supported a 10% pay increase for salaried employees alongside a $2/hr increase.

The committee discussed how manager-level employees have experienced schedule changes and/or continuity throughout response to the pandemic.

Cheyne did the math on what appreciation pay-outs would look like with the 10% figure:
Hourly workers will receive just shy of $250
Salaried workers would receive close to $1,080

The committee discussed the possibility of providing either a 5% or 7.5% pay increase for managerial team/salaried employees to increase equity in payouts between the two groups.

The committee agreed to utilize $2/hr appreciation pay for hourly employees and 5% appreciation pay for salaried employees. The committee agreed that the retroactive payment would be called "appreciation" pay over "hazard" pay.

The committee then discussed the need to create a statement (talking points, communication plan) to support the sharing of communication.

Action: Cheyne will draft the letter on behalf of the Board to be issued to employees with the rollout of appreciation pay.

The committee will draft a proposal and send it to the full Board before the next scheduled Board Discussion on Monday, May 11th at 6:00 pm. A goal of the Board Discussion is to have the Board discuss a motion to enact.

The committee discussed whether the appreciation pay period would cover March 22 - May 2 or March 22 - May 16 (deciding on how to line out the appreciation pay with Co-op pay periods). Payroll is processed on the 18th/19th and pay day is on the 22nd.

Action: Melinda will compile an estimate of the proposed payout for all employees with the payout period adjusted to cover March 22 through May 16.

New process for placing Directors on committees:
The committee talked about what is the best way to realign Directors with committees after elections.

Thane shared that other co-op boards she works with take the goal and mission of the committee into account when deciding whether members should be totally refreshed annually.

The committee continued the discussion on whether incumbency/seniority should be given for the populating of committees limited by their charter, (in number of Directors allowed).