



Board Manual 2014

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The Story of the Riverwest Public House

“Building Community One Drink at a Time”

Once upon a time in December 2009, some creative and community minded folks from Riverwest got together to talk about how to foster, encourage and create more cooperatively modeled local community minded businesses and services. What grew from those meetings was the concept of the Riverwest Cooperative Alliance and the Public House was born to model the model and to organize and support the development of more co-ops in our neighborhood.

The Public House opened its doors on March 17th 2011.

Mission: The mission of the Riverwest Public House Cooperative is three-fold: to provide a welcoming social meeting place, to provide patrons with a variety of affordable local, organic and/or delicious beers, ciders and spirits, and to raise funds to propagate other cooperatives through the Riverwest Cooperative Alliance.

Inspiration: The Riverwest Public House Cooperative is being modeled in part after England’s public houses. These pubs, which date back to the middle of the 15th century, often serve as a focal point for the locals to meet and gossip and arrange mutual help within their communities.

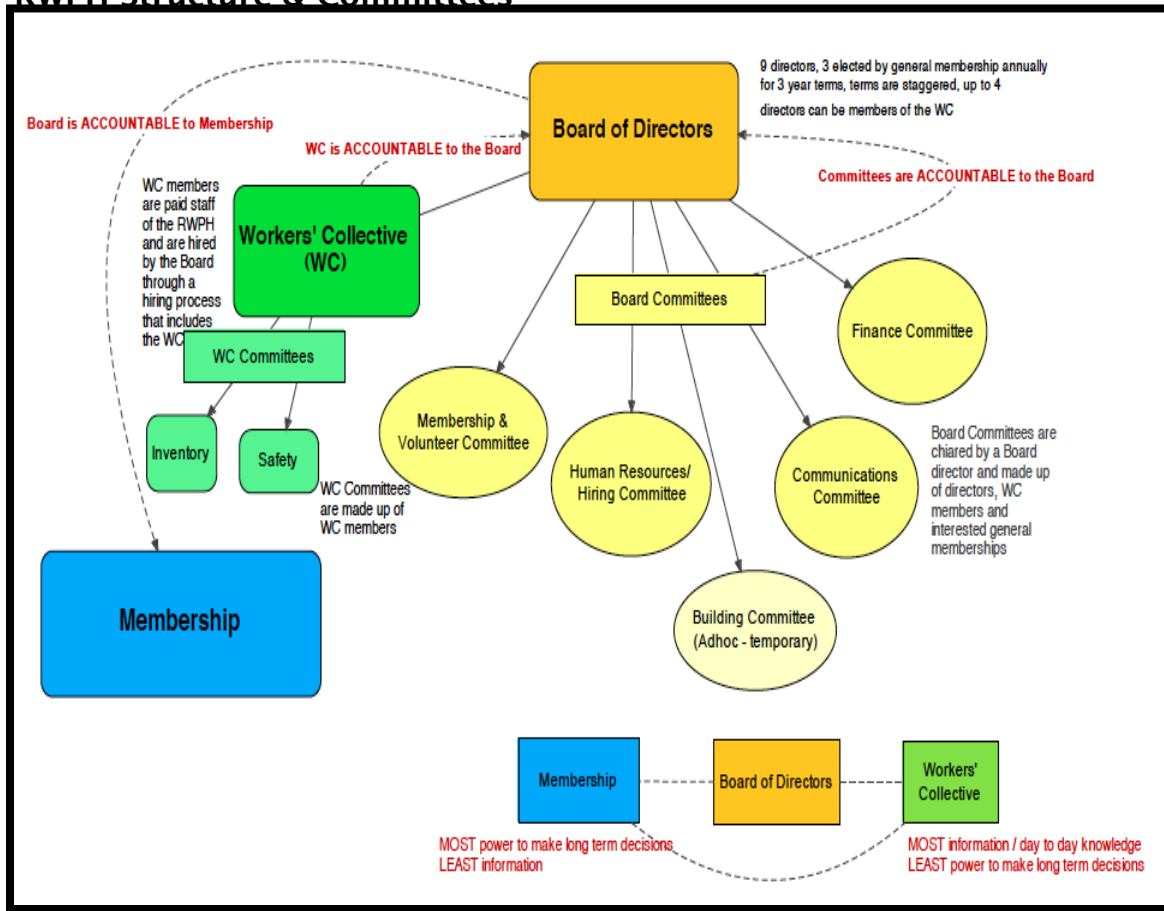
Dreams & Aspirations:

Buying the Building - Although we have not gone through any formal strategic planning to date, informally, our community of members has talked openly about purchasing the building we currently occupy. Eventually we would hope to work with the City to develop on the garden lot next door and have a beer garden and be stewards of the park for our neighbors.

Living Wage & Benefits - We hope to continue growing so that we can support a workers’ collective that pays living wage and benefits to support economic opportunities in our community.

Financial Sustainability - It is important to understand that as an organization, we are still in our infancy. Our hope is to be financially sustainable while accomplishing our above-mentioned dreams and supporting the Riverwest Cooperative Alliance.

RWPH Structure & Committees



Also see separate hand out on structure.

The Membership/Volunteer Committee -

Responsible for maintaining membership database, issuing new member cards and education and training of new members. The meetings are open to all and new members are especially encouraged to attend. In addition this committee communicates with members, organized events and plans the Annual General Meeting of the membership with the Board each spring.

The Finance Committee -

Is made up of the Treasurer and the Finance Coordinator (WC). They communicate with our accountable, assist and review in account reconciliation as well as facilitate the budgeting process each year.

Outreach/Events Committee -

Works closely with the Events Coordinator (WC) to upkeep social media and promotions for the RWPH. In addition, this committee works to establish clear media and marketing processes and contacts.

PRC/ The Human Resources Committee -

In 2015 proposal was brought forth to better honor both the solidarity of the Worker Collective and create a higher standard of oversight from the board. In the interest of developing more concise policies and procedures, a Peer Review Committee (PRC) was created to develop infrastructure that will steward the organization by creating systems of accountability within the Workers Collective and between the Worker Collective and the Board of Directors. The PRC is made up of three Worker Collective members, one of which will always be the Front of the House who handles personnel and day to day procedures, and two Board Members, one of which will always be the HR Chair, who remains responsible for bottom lining the PRC's efforts and deals with grievance and disciplinary issues as need be. As a result of the PRC many worker level policies have been implemented, making practices more clear and accountability more effective. Moreover, it has set in motion a better system of record keeping, the development of a fairer model of paid personnel evaluation.

The Committee facilitates hiring processes including the establishment of a hiring committee as needed. In addition, they are responsible for working with the WC to implement an annual review process of the WC. As misfortune arises, this group is also charged with dealing with grievance and disciplinary issues as need be.

The Building Committee -

Is currently the responsible for maintaining communication with the landlords. Additionally they are charged with overall building planning and feasibility. They work closely with the WC to ensure that major maintenance is taken care of.

Decision-Making

According to RWPH founding documents decisions are made by consensus whenever possible. If consensus cannot be reached, 2/3 majority is needed for approval. Quorum is defined by simple majority.

To date, most decisions have been reached through consensus however there has not been any formalized process approved to this end. This is an opportunity for further discussion and research.

Job Description

RWPH Board Member

Selection Process: Three board members are elected in at the Annual General Meeting each year and additionally, the Board may appoint Directors to vacant seats all according to the Election Procedures.

Term: Elected Board terms are for three years.

Accountable to: The Membership of the Riverwest Public House.

GENERAL ACCOUNTABILITY:

A director of the RWPH Board has four general responsibilities:

Planning and Stewardship: Individually and collectively, Directors on the RWPH Board develop with workers' collective staff and members of the RWPH long and mid-range plans. This process includes development, approval and periodic review of the RWPH's business plans, bylaws, budgets, annual and semi-annual objectives.

Guidance and Oversight: Individually and collectively, Directors on the RWPH Board provide continuous evaluation and feedback on the organization's services, programs and processes. Directors are responsible for evaluating Workers' Collective performance as a whole, providing feedback on proposals for services and program changes, and initiating proposal on services, programs and organization.

Support and Representation: Directors on the RWPH Board from time to time will be requested to supplement workers' collective staff in representing RWPH to members and the broader communities and cooperatives outside our own.

SPECIFIC RESPONSIBILITIES:

1. Directors will attend RWPH Board monthly meetings and any additional special meeting of the Board. If an officer of the Board, directors may also be expected to attend any executive committee meetings. Chronic absence may result in dismissal from the Board.
2. Directors will sit on/or chair at least one standing Board committee.
3. Directors will keep abreast of RWPH issues and activities by reading and, when appropriate, responding to monthly reports and any other Board materials.
4. Directors, when possible, will seek to contribute their time and energy to support RWPH events and activities by representing the organization. For example, directors may assist in fundraising, recruitment; represent RWPH at associating and community meetings, etc.
5. Directors, where appropriate, will make themselves available to RWPH members to represent the RWPH to them and to see to represent member opinions and concerns on the RWPH Board.

Officer descriptions

All officer positions are elected for one year terms. Currently the bylaw states that elections take place at the first board meeting following the AGM. Currently there is no restriction on how many times in a role a director may be elected to an officer position.

President

The president is elected by the Board and responsible for calling meeting as well as making sure there is an agenda and facilitation for each meeting. They keep an eye on the governance calendar and work with committee chairs and other officers to ensure smooth running of the organization. They are a signer on RWPH accounts.

Vice-President/ Whip

The VP/Whip is elected by the Board and sits on the HR Committee. They are responsible for assisting the President in holding Board members accountable for tasks and actions. This officer role is well positioned to help facilitate and recommend any training needs for the Board/WC.

Treasurer

The Treasurer is elected by the Board and sits on the Finance Committee. They are responsible for working closely with the WC Finance position to ensure that annual budgeting takes place for the organization, cash flow is adequate and that accounts are reconciled. They are the Board's main contact with the organizations accountant. They are a signer on RWPH accounts.

Secretary

The Secretary is elected by the Board. They are responsible for ensuring that minutes are taken and published to the Board and available for the membership at large. They ensure that the organization is keeping relevant and required records.

WC Representative

This person is appointed by the Board and serves on both the Board and has a member of the WC. They are responsible for communicating requests and reports to and from the WC and Board.

RCA Representative

The person is selected (through election or appointment) by the Board. They do not have to be a current member of the Board or current committees including the WC. They will ideally serve on the RCA Board as a representative for the RWPH for 2 years. They are responsible for reporting and communicating requests and feedback regularly between the RCA and the RWPH.

Expectations of directors

Board members are expected to fulfill their responsibilities and job description as stated in this manual. Additional expectation of directors are as follows:

- Participate in special meetings and organizational planning
- Drop in and patronize RWPH
- Complete a bar-back training at the RWPH

- Sit on a committee

RWPH Annual Governance/Activity Calendar

January

- **Board Business:**
 - 4th Q end of year (EOY) finance report due
 - Start planning Board/WC Strategic Visioning & Team Building Event
 - ALL Committees meet
 - Planning for Membership recruitment/renewal
 - Board Road Trip to Madison! 1st Q lobbying event
 - Prep for Board Self-Eval process
 - Business Operations:
 - renew bar license
 - renew lease
- **Workers' Collective Business:**
 - WC Evaluation in - Process
 - Planning for Anniversary Event
 - Start planning Board/WC Strategic Visioning & Team Building Event

February

- **Board Business:**
 - Create Annual Report
 - Board/WC Strategic Visioning & Team Building Event
 - ALL Committees meet
 - Planning for Membership recruitment/renewal
 - Member renewal letters go out
 - Planning for Anniversary Event
 - Board Self-Evaluation Process Begins
 - Start to Plan for AGM - Set date
 - Business Operations:
 - renew bar license
- **Workers' Collective Business:**
 - Report on WC Evaluation Process
 - Update Job descriptions/HR materials
 - Planning for Anniversary Event
 - Board/WC Strategic Visioning & Team Building Event

March

- **Member Appreciation Month!**
- **Board Business:**
 - Report on Board/WC Event
 - Prep for 2nd Q lobbying - introduce, decide on topic
 - Report on Board Self-Evaluation
 - Open nominations for Board - candidate brainstorm - recruit candidates
 - Finalize Annual Report
 - Report on WC/Board Strategic Visioning

- Prep for AGM - Set agenda
 - AGM Letter to members
- All Committee meet
 - Planning for Membership recruitment/renewal
 - Planning for Anniversary Event
- Business Operations:
 - Bar license renews!
- Workers' Collective Business:
 - Anniversary Event!
 - Plan WC Training/workshop Event

April

- Board Business:
 - 1st Q finance report due
 - ALL Committees meet
 - Planning for summer events
 - Prep for AGM
 - Board Road Trip to Madison! 2nd Q lobbying event
 - Prep for AGM - follow up from Visioning
 - Business Operations:
 - SPRING WORK HOLIDAY (Member deep cleaning event)
- Workers' Collective Business:
 - Plan for Summer Events (Locust, RW24 etc)
 - Join Board for road trip to Madison!
 - WC Training/workshop Event

May

- Board Business:
 - ALL Committees meet
 - Planning for summer events
 - Member renewal letters go out
 - Board Road Trip to Madison! 2nd Q lobbying event
 - AGM!
 - Board Elections
 - Officer Elections
 - Board Training
 - Business Operations:
 - SPRING WORK HOLIDAY (Member deep cleaning event)
 - Market Starts
- Workers' Collective Business:
 - Plan for Summer Events (Locust, RW24 etc)

June

- Board Business:
 - Prep for 3rdQ lobbying - introduce, decide on topic
 - AGM Recap
 - Fill any Board vacancies
 - Outgoing/Incoming Board Event/Appreciation

- ALL Committees meet
 - Planning for summer events
 - Member renewal letters go out
- Workers' Collective Business:
 - Plan for Summer Events (Locust, RW24 etc)

July

- Board Business:
 - 2nd Q finance report due
 - Follow up on AGM
 - ALL Committees meet
 - Board Road Trip to Madison! 3rd Q lobbying event
 - Review/Update Board policies/documents/update records/clean up Electronic files
 - Start planning Board/WC Training/Workshop & Team Building Event
- Workers' Collective Business:
 - Locust Street Days!
 - Join Board for road trip to Madison!
 - Start planning Board/WC Training/Workshop & Team Building Event

August

- Board Business:
 - ALL Committees meet
 - Member renewal letters go out
 - Board/WC Training/Workshop & Team Building Event
 - Start Budget process (presentation by Finance)
- Workers' Collective Business:
 - Board/WC Training/Workshop & Team Building Event
 - Budget process begins (presentation by Finance)
 - Planning for RW24

September

- Board Business:
 - ALL Committees meet
 - Planning for Membership recruitment/renewal
 - Member renewal letters go out
 - Planning for Anniversary Event
 - Board/WC Training/Workshop & Team Building Event
 - Start Budget process (presentation by Finance)
 - Business Operations:
 - FALL WORK HOLIDAY (Member deep cleaning event)
- Workers' Collective Business:
 - Board/WC Training/Workshop & Team Building Event
 - Budget process begins (presentation by Finance)
 - RW24

October

- Member Appreciation Month!

- National Co-op Month!
- Board Business:
 - Prep for 4thQ lobbying - introduce, decide on topic
 - 3rd Q finance report due
 - Review DRAFT of budget
 - ALL Committees meet
 - Co-op Month Events?
 - Start planning for Member Solstice Party
 - Business Operations:
 - Market Ends

November

- Board Business:
 - BUDGET proposal for next FY
 - ALL Committees meet
 - Planning for Member Solstice Party
 - Board Road Trip to Madison! 4th Q lobbying event
 - Business Operations:
 - start prep for renewing bar license
- Workers' Collective Business:
 - Join Board for road trip to Madison!
 - WC Training/workshop Event
 - Planning for Member Solstice Party

December

- Board Business:
 - ALL Committees meet
 - Prep for 1st Q lobbying - introduce, decide on topic
 - Business Operations:
 - continue bar license renewal
 - prepare info for W2/tax and payroll reporting
 - connect w/ land lord re: lease renewal negotiations
- Workers' Collective Business:
 - Begin prepping for WC Evaluation Process
 - Member Solstice Party!

Activity Suggestions for RWPH Board of Directors

I. Ensure financial solvency -

- regular Committee/reporting
- fundraising - ongoing (or defined period from March - October for member push/events/community events)
- annual budgeting

II. Strategic Planning

- Spring (pre AGM) - Board & WC strategic visioning session
- Summer/AGM - Membership/Community strategic planning session
- Fall - approve 5 year strategic plan

- iv. Spring - Board & WC annual visioning & strategic check in
- v. Summer/AGM - Membership/Community strategic plan reporting & vision brainstorming

III. Annual Meeting

- i. see above

IV. Communication with Membership

- i. regular Committee/reporting
- ii. Member Events
- iii. March & October - membership recruitment/retention PUSH

V. Support Workers' Collective

- i. regular Committee/reporting
- ii. ensure evaluation process done annually (Fall)
- iii. Board/WC Training - Team Building (Fall/Winter)
- iv. Board/WC Strategic Visioning - Team Building (Spring)

VI. Negotiate Space/Business Logistics

- i. regular Committee/reporting
- ii. maintain licensing and certifications
- iii. communicate & negotiate with landlords
- iv. oversee building major maintenance

Coordinating This Committee (CTC)

- President & Vice President and any interested BoDs
- charged with getting policies/process on paper!

Recent Trainings/Themes/Timings:

- May 2011 - Annual Member Meeting @ Falcon Bowl
- December 2011 - Board/WC retreat facilitated by Yvette & James Morrell
- March 2012 - classism training facilitated by AORTA
- July 2012 - Annual Member Meeting @ Falcon Bowl
- May 2013 - Annual Member Meeting @ RWPH
- May 2014 - Annual Member Meeting @ RWPH

RWPH Board Contact List

June 2015

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3 years, 2014-2017

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3 years, 2014-2017

Avery Edenfield
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3 years, 2013- 2016

Seth Schuster
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3 years, 2013- 2016

Peter Murphy,
peterdanmurphy@gmail.com
262-573-3089
3 years, 2015-2018

Tracy Collins
big.terrible.easy@gmail.com
3 years, 2015-2018

Dante Smith
dantedelldante@gmail.com
3 years, 2015-2018

Donald Cramer
remarc@gmail.com
3 years, 2015-2018

Natalia Koss-
nataliakossvallejo@gmail.com
3 years, 2015-2018

RWPH Email Lists:

Entire Board:
boardrwph@googlegroups.com

Entire Workers’ Collective:
workersrwph@googlegroups.com

Membership Committee:
membership@riverwestpublichouse.org

Events:
events@riverwestpublichouse.org

General information:
info@riverwestpublichouse.org

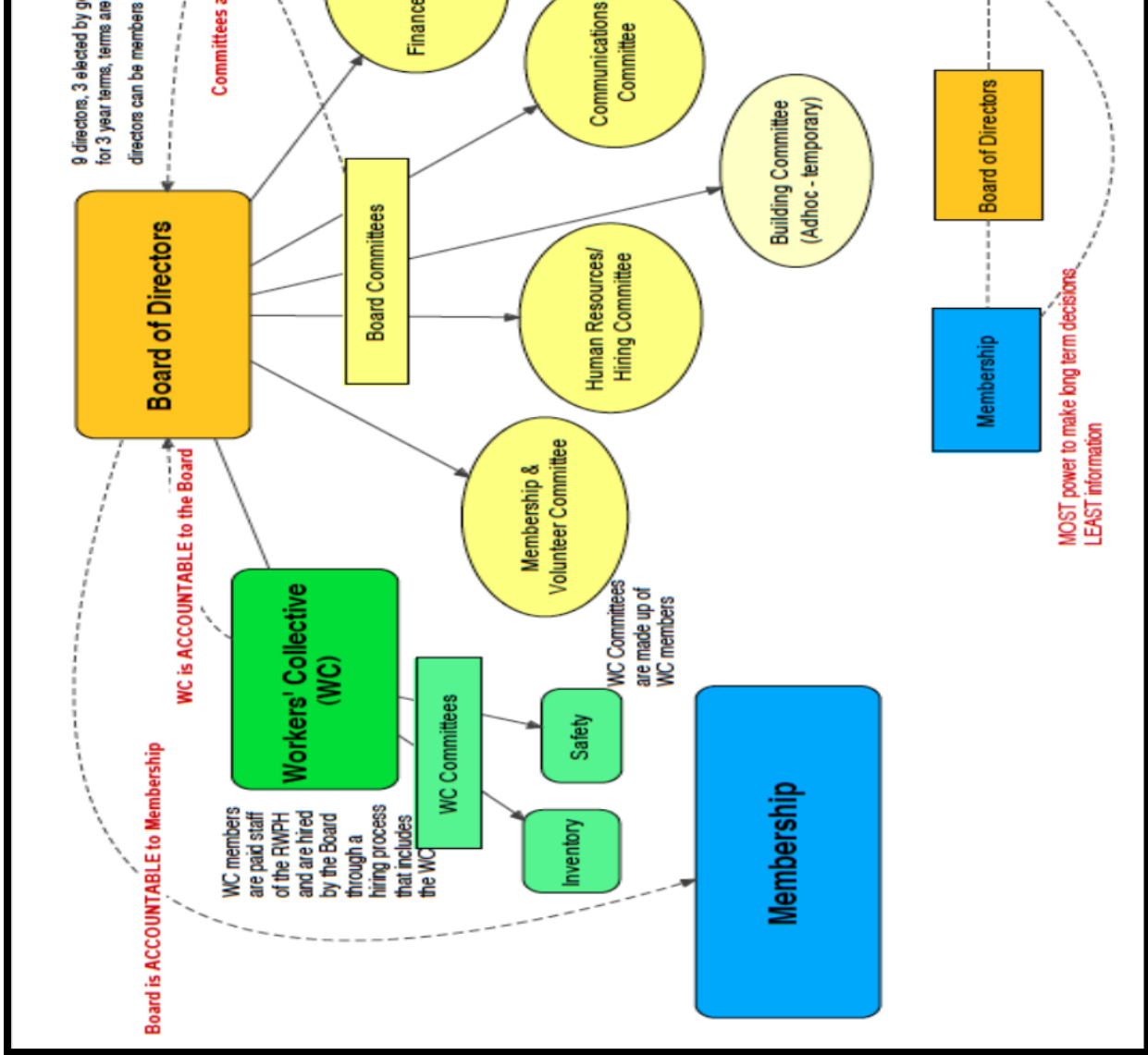
Google Drive/Documents:

- Running meeting notes/minutes
- Policies
- Bylaws/Articles
- Contact List
- Etc...

Recently Past Directors:

Kelly Todd: kellyktodd80@gmail.com
Eli Wolfe – elishacarlwolfe@gmail.com
Steve Jerbi – ecopastor@gmail.com
Lisa Sutton – lisaschelling@yahoo.com
Rebecca Wolfe – rebhar6@gmail.com





elections are open, fair, and encourage the participation of all members;

- Be inclusive to all peoples regardless of race, color, national origin, religion, sex, gender, age, marital or family status, income, ability, sexual orientation or political affiliation;
- Strive at all times to keep members informed of the RWPH's status and plans, and of the board's work, as appropriate; and,
- Continually seek opportunities to learn more about the RWPH and its operations and about my responsibilities as a board member by pursuing educational opportunities;
- Abide by all applicable legal duties of directors of this Board.

As a RWPH director, I agree to abide by this Statement of Agreement. I agree that is, in the opinion of the majority of the RWPH director, I have violated the letter or spirit of this agreement, this signed document shall act as my resignation and I shall resign my position on the board immediately and shall not seek to cause continued disruption to the RWPH and RWPH board for that action.

Signature of RWPH Director

Date

Printed Name