

2021/1/20- Volunteer Team Report to the Board

Volunteer Team Report to the Chicago Market Board of Directors

1/20/2020

Person Reporting: Kate Grimm

Will you be attending the next Board Meeting? No

If yes, time needed & topic?

Team Primary Responsibilities:

1. Under direction of Volunteer Coordinator, recruit, oversee and place volunteers on Chicago Market teams.
2. Manage and respond to incoming volunteers through website and volunteer@ outreach.
3. Check-in regularly with all volunteers ensuring they're happy in their position, volunteering at a time and commitment level that suits them, and receiving good guidance and projects from their team leader.
4. Recognize all volunteers annually and along the way.

Team Chair: Kate Grimm

Active Team Members: Kate Grimm, Lee Herman

Team reports are due to the Board per the cadence indicated on the Team's charter. This could be monthly or bi-monthly, depending on the work of the team. Please coordinate submission of the report through the Board Liaison for your team. Note: This report does not replace meeting notes from team meetings. Those should still be recorded for each meeting and kept in your team's Basecamp project.

Briefly describe the work of the team since the last report in the following areas.

Current Team Initiatives: *Describe what your team is currently working on, identify if you are "on time" and "on budget" for your initiatives, if not, please explain and describe*

your remediation plan.

- Actively recruiting for these roles:
 - Outreach and Inclusion
 - Architect
 - Marketing Manager
 - Social Media Manager(s)
 - Onboarding New Owners (2 candidates)
 - Email/Phone Outreach – Database Cleanup for Bounced Emails

Team Accomplishments/Impact: *What are you or your team currently most proud of or excited about related to your work? Regarding impact, please list any metrics you are able to track for your work.*

- Added open roles to Volunteer page on website.
 - If you have any great pics of volunteers, please let me know -I'll be looking to switch these out quarterly.
- Sent monthly email to all unassigned volunteers. Archive linked [HERE](#) and board will be BCCed on all emails moving forward.
 - Next email to go out Feb. 8.
- Onboarded 4 new volunteers
 - Kenn Rhem (referred to Grant/Jonathan; thanks to Michelle from TMTM for the referral)
 - Kenn is an owner who lives near the Market in Uptown. He is looking to volunteer with our marketing team. He is a photographer by trade and has some marketing experience. He also has a bit of design background and familiarity with MailChimp. He's looking to get involved and help us get the doors open!
 - Areanna Egleston (Referred to Grant/Jonathan)
 - Looking for volunteer in the marketing realm. Background is primarily in nonprofit program/operations administration and in marketing design, with some communications and strategic planning experience. Not sure she has strategy chops the team is looking for, but would love to learn more and potentially get involved on the execution and design side if that's a possibility!
 - Gina Montenegro (Referred to Grant/Jonathan; she will reach out to Ben directly)

- Has developed her "spiel" in talking about coops from working the register for many years (Portland). Doesn't have a big personal circle in Chicago, but would talk to anyone about us. Interested in how we plan to fit in the community. Shopped/worked in Seward - knows Renardo (sp?). Seward has done some talks about how to bring a coop into a community that already exists. Doesn't have a ton of free time, but is looking to see how she could fit in.
- Jacob Erven
 - Interested in helping with Onboarding new owners. Willing to jump in just about anywhere. Will take a look at the jobs that are posted.
- Mariah VanErmen (1/23/21)

Team Obstacles/Challenges:

- N/A

Input, Decisions, or Participation Needed from the Board:

- N/A

Expense Update:

- None

Team's Future Plans: *Please include any timelines for upcoming tasks, responsibilities, activities, or events.*

- Finalize onboard/orientation PP deck - This project has been backburnered and will be actively worked on in February.
- Working on possible additional pages for the Volunteer page of the Website to be able to silo information; ideas include:
 - Recruiting
 - Education
 - Intake form (see example below)
 - <https://docs.google.com/forms/d/e/1FAIpQLSeWMJpAoELTcOVEA3ctfqE5ylQ5GQyz7vfUxYHbkjJC3xmt8A/viewform>
 - <https://www.foodshed.coop/volunteer-training>
- Starting work on a volunteer recognition program.

Team Member Update: *Please include any dissenting opinions among the team to ensure they have a voice.*

- N/A

Volunteer Time Log: *Please log hours work between this report and your last for all work related to this group.*

- Hours for Team Lead: 32
- Hours for Team Members (total):

Additional Notes or Highlights: *What else would you want the board to know?*

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Other potential content to report:

- *Topics or content from the team for the monthly newsletter*
- *Upcoming volunteer needs*
 - *Please also create a To Do for the Volunteer Coordinator. If this is a new position, please create a Position Description and forward it to the Volunteer Coordinator.*
- *Upcoming Social Media or Marketing Support needed*
 - *Please also create a To Do for the marketing team.*
- *Upcoming important dates (meetings, events, milestones)*

Discussion
