



PORT TOWNSEND FOOD CO-OP

OWNER'S MANUAL

www.foodcoop.coop



Our Mission Statement

Seeking to uphold the health of our community and world, the Port Townsend Food Co-op, a consumer cooperative, serves our membership by making available reasonably priced whole foods and other basic goods and resources by means of our life-affirming democratic organization.

Our Principles

The Port Townsend Food Co-op, whose members voluntarily and consciously co-operate for the common good, acts to create social and economic change and improvement within the larger community. In the spirit of this cooperative endeavor, we affirm and promote our mission by:

- providing healthful, environmentally responsible and socially accountable food, products, packaging, nutritional information, and education.
- functioning as a member-owned cooperative, using a broad range of opportunities for member volunteerism, participation, and involvement.
- creating a model for economic, social, and environmental justice, sustainability, democracy, and integrity.
- generating an engaging workplace through the cultivation of the principles of trust, fairness, transparency, democracy, and cooperation.
- supporting local farmers and the development of regional food production systems and emphasizing seasonal availability of local and regional products.
- operating in a transparent fashion to engender trust in all aspects of cooperative governance and operations so that member votes, opinions, and concerns are heard and weighted fully.

Affirming the necessity of continuous effort and persistent application of these principles, adding to them the Rochdale Principles of 1844, as revised by the International Co-operative Alliance Congress in 1966 and updated in 1995, to sustain a healthy and viable cooperative and to accomplish our mission.

Welcome!

Congratulations, you are now a part of a very large and international community of cooperative owners. This manual is designed to introduce you to co-op ownership and history, to explain the benefits and responsibilities of co-op ownership, and to share with you some of the good things happening here at your local Port Townsend Food Co-op.

Table of Contents

Our Mission Statement & Principles	1
What is a Co-op?	3
How Did Co-ops Start?	3
Our Food Co-op Story	4
How Co-op Ownership Works	5
Owner Benefits	6
Products We Choose To Carry	7
Why Organic?	8
Shop Our Bulk Items	8
Good Things To Know	9
Centsibles	10

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”

Margaret Mead, Anthropologist
(1901-1978)



What is a Co-op?

A cooperative is a business controlled by the people who pay capital into the business. It is a democratic organization, the earnings and assets of which belong to its owners. By patronizing and becoming an active member of a co-op, you invest yourself with the power to shape that business. You control the politics and economics of what is truly your organization.

This localized owner control allows co-ops to be as varied as the people they serve. Thus, there are different types, including cooperatives for food, housing, arts and crafts, books, bakeries, bikes, farms, rural electric, financial (credit unions), and insurance. Each of these has a flavor of its own, reflective of the desires of its individual memberships. Despite the diversity in type and tradition, most co-ops have several things in common, particularly the ideals and principles from which they emerge.

How Did Co-ops Start?

The common bond of ideals and principles of modern cooperation is traced back to 1844 when a group of 29 weavers pooled their savings and opened the first successful consumer co-op on Toad Lane in Rochdale, England. These early pioneers saw themselves on a largely social mission, to provide for themselves cheap goods and services, which the burgeoning Industrial Revolution was keeping out of their reach in the service of personal profit.

In bringing their social vision to life, the Rochdale pioneers developed specific guidelines for the operation of their co-op. Today we call these guidelines the cooperative principles or Rochdale Principles. Though updated and modified, the principles bear the same social vision of these co-op pioneers. This vision has been shared by thousands of cooperatives around the world that have adopted these principles as their own.

The Rochdale Principles

- Voluntary and open membership
- Democratic member control
- Member economic participation
- Autonomy and independence
- Education, training, and information
- Cooperation among cooperatives
- Concern for community

(International Cooperative Alliance, 1995 version)

Our Food Co-op Story

The Port Townsend Food Co-op has a colorful history, full of owners who dedicated countless hours of energy to ensure our success.

Opening uptown in 1972 on Tyler Street where the bakery Pane d'Amore is now located, The Food Co-op was staffed by volunteers. In the early years, a core group of special orders made up most of the sales.

As deliveries were difficult to arrange, members went to Seattle to pick up freight, hence "The Run."

In the 1980s, a move around the corner to a location on Lawrence Street provided growth. In 1988, a second register was added. In 1994, some became paid staff, and all others shortly after. Store space within the building continued to expand. The addition of "Co-op Too" allowed us to provide more products our membership sought.

We have always had a commitment to local farmers and local businesses. When the opportunity to expand to the Kearney Street location arose in 2001, the membership voted to move forward. Included in this expansion was the kitchen, juice bar, Member Services Desk and four checkstands. Every department was expanded. Today, our Food Co-op is committed to being a stable business and employer in the community, offering affordable organic foods to everyone, each and every day!

In May 2005, the membership voted in favor of purchasing our building, so we not only own the business, we also own the building!

Privacy Policy

The fact that you have trusted The Food Co-op with your personal information is very important to us, and we take multiple steps to maintain its security. We will not sell or otherwise share personally identifying information with other people or nonaffiliated companies. For the full scope of our privacy policy, please see the link at the bottom right corner of our home page at www.foodcoop.coop.

How Ownership Works

Those who initiate the capital investment (CI) process are member/owners of the Co-op. Local non-owners are welcome to shop at the Co-op anytime; however, they do pay a 10% surcharge on their purchases at the check stand.

Members of your household are welcome to shop at the Food Co-op using your member/owner number. Additional duplicate membership cards are available for other members of your household.

We also honor memberships from other co-ops. Visiting members may shop at the Co-op and receive member prices when they show their co-op membership card.

Be sure to stop at the Member Services Desk if you have any other questions about your new ownership. You can check your capital investment account anytime at any check stand - just ask!

Capital Investment

Your capital investment helps keep The Food Co-op financially strong. The money you pay into your CI account is always your money. Should you ever want to withdraw your ownership, all of the CI paid is returned to you. An example is if you're moving out of the area and would like to re-invest in the food cooperative in your new location.

A paid-in-full ownership is a \$100 CI and can be paid in one of the three following payment options:

1. Pay in full at sign-up and receive a Co-op cloth bag, or choose to waive the \$5 join fee.
2. Pay a non-refundable \$5 join fee and \$2 each month that you shop until you reach \$100.
3. We appreciate when you pay multiple months at one time. Pay for three months, six months, or pay for a whole year in advance.

Owner Benefits

- Buy products at shelf prices; non-owners pay a 10 percent surcharge.
- Ten percent off most products at our twice yearly Member Appreciation Days usually held in March and October.
- Special order through our UNFI Buying Club and direct order from other vendors at a lower cost, sometimes saving as much as 20 percent
- Connect your business or service to our community by reserving space in the Alcove, available to anyone at no charge for up to two shifts each month, with a possible bonus shift.
- Attend Co-op classes or groups at reduced rates or for free.
- Receive e-mail notices of special events and sales.
- Your Food Co-op member card is honored by many other co-ops around the country, even the world.
- Twenty-five percent discount on Better World Club membership, America's only environmentally friendly auto club, for 24/7 nationwide roadside assistance for cars and bikes. See www.betterworldclub.com.
- Get involved in Co-op governance. Attend a Board meeting and share your voice. You may communicate your values to your elected board members at coopboard@foodcoop.coop.
- Be a candidate for the Board of Directors. The Board is elected by owners and is legally responsible for running the Food Co-op. The Board hires and evaluates the general manager, sets store policy, and keeps an eye on finances. All owners are encouraged to run for the Board of Directors.
- All member-owners eligible to vote may receive patronage dividends. Starting in 2016, each year we have a profit, the board will decide if it is economically feasible to distribute member patronage dividends. You will be able to choose between cash, a store credit, or a donation to a local nonprofit. The member/owner patronage dividend is based on Cooperative Principal #3: Member Economic Participation, as adopted by The Rochdale Society of Equitable Pioneers in 1844.

Products We Choose To Carry

(revised 2012)

Our product selection guidelines are an extension of our mission and values. These product guidelines are offered to provide a framework in which the Co-op ideals will be translated into the selection of goods for the store. These ideals include: good nutrition, respect for the environment, fostering of local production, socially responsible workplaces, and cooperative member ownership. The Co-op's purpose of providing a broad range of pure, whole, staple foods, and other essential items at a reasonable price is the base upon which these guidelines rest.

- **Product Qualities:** We favor whole foods with minimal processing; certified organically grown; verified non-GMO products (refer to our GMO statement); and products that do not contain ingredients on our unacceptable ingredients list.
- **Commitment to Community:** We give preference to those products grown or produced by small scale enterprises and to those grown or produced locally and regionally.
- **Environmental Concerns:** We seek to minimize the negative environmental effects pertaining to our choice of products and, where there is a choice, to take the least detrimental option.
- **Consumer Education:** We accept the responsibility of providing educational information to our customers as it relates to these concerns and the products we sell, and in certain instances, as it relates to products we choose not to sell.
- **Fair Treatment of Workers:** We give preference to products that are produced by workers who are paid fairly and treated fairly in the workplace.
- **Support the Co-op Movement:** We give preference to products produced and distributed by co-ops.
- **Political Concerns:** We recognize that there may be political implications of selection of products and suppliers.
- **Provide a Full-Service Grocery Store:** We seek to complement our array of basic products with items that are not commonly available elsewhere in East Jefferson County.

Why Organic?

The Port Townsend Food Co-op is the only WSDA-certified organic produce department on the Olympic Peninsula. We believe that eating organic food is a safer alternative to food grown using pesticides, the exposure of which has been linked to a number of serious human diseases. Most pesticides do not wash off and seep into thin-skinned produce such as blueberries, apples, strawberries, etc.

Organic standards prohibit the use of genetically modified organisms (GMOs) for seed or stock. Until compulsory GMO labeling is adopted throughout the U.S., buying certified organic is your best guarantee of no genetic modified organisms in your food.



Buy Local

Local is defined as products or services from one of these five counties: Jefferson, Clallam, Island, Kitsap, and Mason.



Shop Bulk Items

Buy as little or as much as you need. Our bulk bins are stocked regularly to keep supplies fresh.

- Reduce waste
- Save money
- Eliminate packaging

You will find bulk products throughout the store; not just beans and grains and staples, but oils, peanut butter, shampoos, conditioners, soaps and lotions, as well as laundry soap and dog and cat food!

1. Bring your own container from home for reuse. Receive a nickel refund or a bean for each re-used container.

2. Use our containers (some free, some for sale) for bulk buying. Our bulk department has supplies like twist ties, flag tags, tape and pens for marking your containers and scales for weighing your container before filling so you can write the “tare” weight on your tag; we will subtract this weight at the register.

3. PLU numbers are two-, three-, or four-digit numbers that identify bulk products. Please write this number on your tag, bag, or bottle for the cashier.

Good Things To Know

- Co-op kids can join our Cooper Kids Club and get extra benefits, like an ABC Card entitling the holder (age 13 and under) to a free apple, banana, or carrot on every visit to the store.
- When you bring your cloth bag, re-use your grocery bags or your own containers (jars and plastic containers for bulk products), receive a nickel refund or a bean to donate to the Beans for Bags program. When you donate to our award-winning Beans for Bags program, you help local non-profit groups fulfill their missions.
- The Aisle 7/Healthnotes database is available on the Member Services computer terminal and our web site to help you find out about nutritional supplements and query other health information.
- Educational brochures and pamphlets about our products are available throughout the store.
- On Member Appreciation Days, owners receive 10 percent off most items in the store; check for specific days in March and October in the store, on our website, or on our Facebook page.
- We ask that customers using our Wi-Fi connection in the dining room to please do so at the counter on the east wall and limit their visit to 90 minutes.
- Buy a Cooper Card and use it like cash, give it as a gift, donate to your favorite group, or give as an allowance to your kids so they can purchase healthy snacks.

GMO Policy



As of June 1, 2013, the Food Co-op will not stock any new non-organic products that include GMO high-risk ingredients - alfalfa, canola, corn, cotton, soy, sugar beets - unless they are enrolled in the Non-GMO Project or can provide us with measures taken to avoid GMO contamination.

It Makes Sense to Save with Centsibles



To help you stretch your food dollars further, we have lowered our prices on 60 of our bestsellers — items that fit everyone’s pantry. Our price program, “Centsibles,” is a sensible list of whole food and other goods at a good price. Look for the logo on the following items!

BULK

Organic 6-Grain Hot Cereal, Pinto Beans, Elbow Macaroni, Green Split Peas, Kidney Beans, Gluten-Free Millet, Rolled Oats, Sugar, Unbleached Flour
Non-Organic Olive Oil, Short Grain Brown Rice, Rebel Crunch Granola

CHILL

Mozzarella, Cheddar, Colby Jack, Bulk White Eggs (Dozen), *Non-Organic* Yogurt, *Organic* Valley Milk, Tofu

PRODUCE

California *Organic* Carrots, Select In Season vegetables

GROCERY

Organic Corn or Wheat Tortillas, Multigrain Bread, Seed Bread, Brown Rice Tortillas (Gluten-Free), Adam’s Peanut Butter, Gluten-Free Hot Cereal, *Organic* Spaghetti, All-Purpose Gluten-Free Flour, Rolled Oats, *Non-Organic* Unbleached Flour, Tamari, Jennie’s Macaroon, Strawberry Jam, Coconut Milk, Diced Tomatoes, Elbow Rice Pasta, *Organic* Sunflower Oil, Unsweetened Almond Milk, Yellowfin Tuna, Black Beans

MEAT

Chicken Breasts (non-GMO feed), Ground Beef, Bacon Ends & Pieces

NON-FOOD

Bulk Laundry Powder, DishMate Free & Clear, Free & Clear Laundry Liquid, Family Pack or Single Toilet Paper

PERSONAL CARE

Unscented Bar Soap, Xyliwhite Toothpaste, Everyday Shampoo (available in bulk)

SUPPLEMENTS

EmergenC, Barlean’s Fish Oil & Greens, Food Co-op Basic Multi-Vitamins & Acidophilus/Bifidus

Questions?

Call the store 385-2883

for special orders, tickets,
Alcove use, tabling outside: x112

Events and classes,
donations, newsletter
submissions, Beans for Bags: x309

Membership questions x112

Applying for a job x301

Produce x108

Personal Care and Wellness x139

Kitchen or Deli orders x138

Selling goods to the Co-op x306

Selling produce to the Co-op x306

Grocery x125

Accounts Payable x313

Store Fax 385-0654

open every day
8am - 9pm

414 Kearney Street
Port Townsend, WA 98368
360 385-2883



sign up for weekly sales e-mail at
www.foodcoop.coop



find unadvertised store specials
on [facebook.com/](https://www.facebook.com/PortTownsendFoodCoop)
[PortTownsendFoodCoop](https://www.facebook.com/PortTownsendFoodCoop)



www.foodcoop.coop