

Durham Coop Board of Directors Meeting
Wednesday, January 13th, 2016
Location: Durham Coop Market

In attendance: Frank Stasio, Drew Peng, Brand Fortner, Alisa Johnson, April Henry, Clarence Terry, Jodi Koviach, Amelia Freeman-Lynde, Tyler Jenkins, Leila Wolfrum (GM)

Absent: Pam Campa

(1) Meeting: Called to order at 7:04 pm

(2) Minutes: 12/9/2015 Minutes Approved

(3) Debrief on 1/12/2016 Owners' Forum

- Meeting went well with more members in attendance than expected (43-50 owners).
- Owners would like more communication from the Board in addition to transparency and openness in information sharing.
- The board feels owners are comfortable with the way we are moving forward and the process we have outlined with the employees.
- Discussion on how best to structure the web site with board information and documents – we need to have our documents and meeting dates easily accessible.
- Amelia will work with co-op staff to enhance the board presence on the web site.
- Need to create more opportunities to interact with members – the \$3 dinners on Thursday nights might be a good way for the board to engage members.
- Minutes from the meeting will be posted on the web site.
- Board members to reach out other co-ops using multi-stakeholder models for feedback as we enter discussions with store employees.

(4) Meetings with Co-op Staff and Andy Sachs

- Purpose of the meetings is to determine the best model for worker ownership and representation on the board.
- Meetings will include 4-5 employee representatives.
- Board President is working to schedule meetings with Andy Sachs.
- We will have three meetings with at least one morning meeting (possibly Sat am) and two afternoon meetings.
- We will identify a plan with the employees and then determine changes required to the Articles of Incorporation and bylaws, if any.
- We will keep the owners informed throughout the process with messaging and owner's forums.

(5) GM Report – B6 Staff Treatment and Compensation

- Now that the store has been open for ten months there is more information to report on staff treatment and compensation
- We will do a comprehensive employee satisfaction survey later in the year. It is typically recommended to wait until the store has been open for 18 months.

- The store had the first employees hit a year mark this December and January. GM has been implementing a schedule for annual reviews of staff.
- GM working to implement open book management with the staff. This was started at the end of December with weekly meetings taking place in each department to review department level data on sales. The departments are using the information to make department level decisions on purchasing. Department managers are providing positive feedback on the system.
- GM has worked with managers to set department level performance targets.
- All employees will receive a 2% cost of living wage on their one-year anniversary.
- GM and HR manager have reviewed manager level pay against national standards and have made adjustments.
- Base pay for full-time employees will go up to \$10/hour on March 18 and after 90 days FTE's also receive a monthly \$200 health care stipend.
- Store has implemented a training system that recognizes employees for completing different training modules (recognized through badges). Job responsibilities increase as they complete training and all training is documented in personnel files.
- GM is also taking advantage of external training when appropriate and available.
- The newest employee in the store is the 91st employee out of a total of forty employees. Fifty employees have left over the course of the year. Out of this total seven have been fired. It is not uncommon for co-ops in their first year to experience 100% turnover in staff.
- The store will do a sexual harassment and diversity training for all employees in the coming months.
- The store is working toward the MIT livable wage recommendation, which we will meet when FTE wages go up on March 18th if you take into account the \$200 monthly health stipend.
- A survey was administered based on store CREDO for staff to evaluate their managers, including the GM. Surveys completed in conjunction with annual reviews for managers. All managers evaluated GM based on the survey as well. Overall positive feedback on the survey. The GM provided feedback from the department managers on the GM performance.
- Board moved that GM is compliant with policy B6 Staff Treatment, sufficient data has been provided and the policy has been reasonably interpreted.

(6) Final 2016 Board of Directors reporting calendar presented to the Board

- GM recommends that we shift to a fiscal year based reporting calendar in July 2016. All agreed that this is a good idea.

(7) CBLD Attendance

- Two board members are attending (Clarence and Amelia).

(8) D4 Monitoring of the GM

- The board discussed the possibility of completing GM evaluation after the end of the fiscal year (July) and the final review to be presented to the GM in August 2016.

- We can make the case to hold off on the formal GM review until the store has been open for at least one year.
- The board will appoint a committee to complete an informal review in late February and move forward with a formal performance review upon completion of the fiscal year. Drew Peng will head up the committee.

(9) New Business

- One-year anniversary event will take place on April 16, 2016

(10) Meeting Adjourned 9:03 pm

Minutes prepared and submitted by Jodi Koviach