

Durham Co-op Market Board of Directors Minutes

**Event: Board Meeting**

**Date: Wednesday, December 13<sup>th</sup>, 2017**

**Location: Lyon Park Community Center**

**In attendance:** Drew Peng, Lenore Ramm, Jack (guest), Leila Wolfrum (GM), Elizabeth Figgie (BA), Tonya Post, Nick Williams, Amelia Freeman-Lynde, Alisa Johnson, Tyler Jenkins

**Absent:** Diamond Riley, Frank Stasio, Beth Hopping

**Meeting called to order:** 7:08pm

**Approve minutes from November meeting:** Motion to approve: Drew, moved: Amelia, seconded: Nick.

Leila provided a brief update in regards to the auditing report. A full audit is expected in the future.

**Accept GM Monitoring Report – B1, Financial Condition (FQ1 2018) from November meeting:** Motion to approve: Drew, moved: Nick, seconded: Amelia

**GM Monitoring Report – B6, Staff Treatment & Compensation:** Leila explained intentions to make adjustments to staff compensation scale. There are still some necessary adjustments, but the plan is to implement changes in January 2018. Leila described which employees and areas these adjustments are likely to affect most directly. The Board discussed budget and benefit issues relating to compensation adjustments. Leila and the Board reflected on the new disciplinary grade system and its positive effect on staff communication and departmental management. The Board discussed common types of infractions. Motion to approve GM Monitoring Report – B6, Staff Treatment and Compensation: Drew, moved: Amelia, seconded: Lenore.

**GM General Updates & Discussion:** Leila reviewed sales and store operations during Thanksgiving week and following. Sales have been great. Promotion meetings have been reinstated, and have so far positively affected department operations, sales, and communication. All managers planned extremely well for winter holidays. Leila described recent in-store events and considerations for similar events in the future, with the specific intent of local business exposure.

**Recap of 12/10/17 Board Training:** The Board reflected on recent financial and racial equity training. Attendees mutually found the training helpful, easy, and a good starting place for further development. The Board briefly discussed ways to implement practical changes to board operations relating to the training. The Board briefly discussed new format for monitoring report which Leila will begin submitting in the new year.

**Setting Board Goals and Objectives for FY2018:** Board readdressed potential goals for the coming year suggested in the previous meeting. The Board reviewed previous suggestions and

decided on several options to pursue specifically. The Board plans to determine the best ways to resource these headed into the future.

**Board Self-Monitoring: D4, Monitoring GM Performance:** The Board reviewed the self-monitoring report and discussed provided feedback. Most comments were consistent with one another. Board discussed and made changes to the current calendar format. Motion to change date of annual evaluation of GM monitoring report: Amelia, moved: Nick, seconded: Tyler.

**CBL101 Training January 20, 2017:** The Board discussed upcoming training in January and reviewed logistics. The Board plans to follow up with further details.

**Other Business:** The Board briefly acknowledged the Co-op's mention in recent CDS article. The Board discussed particularities of future reporting and general housekeeping needs for January. Leila will generate proposed reporting calendar for coming year.

**Meeting Concludes:** 8:42pm