

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, July 11th, 2018

Location: Lyon Park Community Center

In attendance: Elizabeth Figgie (BA), Amelia Freeman-Lynde, Beth Hopping, Lenore Hill, Tyler Jenkins, Alisa Johnson, Jack Hill (Consumer Owner), Drew Peng, Tonya Post, Leila Wolfrum (GM)

Absent: Queen Riley, Paul Robinson, Frank Stastio

Meeting called to order: 7:12pm

Approve minutes from Wednesday, June 13th Meeting: Motion to approve: Tyler; Seconded: Alisa

GM Monitoring Report – B2, Planning and Budgeting; B4, Membership Rights and Responsibilities:

B2, Planning and Budgeting: GM gave report and provided updates on amendments addressed at last month's meeting. Board discussed points of concern.

Board examined past reports to compare growth. Board identified financial successes from the year and discussed expected financial condition in the near future regarding net positive status and paying off debts, dividend shares, etc. The Board discussed expenditures from past years and made rough estimations for coming years.

Motion to accept GM Monitoring Report-B2, Planning and Budgeting: Amelia;
Seconded: Lenore

B4, Membership Rights and Responsibilities:

GM gave report and provided information on store ownership and annual meeting plans. The Spring Owner drive saw excellent success this year. GM reviewed store efforts to improve ownership promotions and educate the public on co-op membership. GM briefly reviewed causes for Owner share returns. Board discussed future improvements and options for developing Owner engagement. GM briefly reviewed implementation of regular staff worker owner training.

Motion to accept GM Monitoring Report-B4, Membership Rights and Responsibilities:
Beth; Seconded: Alisa

GM FYI Report: GM gave FYI report.

The Store was successfully operated during Leila's absence.

GM provided update on reset. The small reset continues to be postponed. The larger reset is scheduled for later on this month. The administrative team actively creating plans for reset logistics.

Staff annual reviews are scheduled for July.

The Marketing Department is in contact with Habitat for Humanity regarding house builds in the West End neighborhood and plans to get involved.

September 9th is Neighbor Day

Board discussed influence from Amazon/Whole Foods merge and assessed the co-op's advantages in light of changes Whole Foods' in business model.

Review and discuss board committee charters: Board members presented committee charters.

Annual Meeting Planning: Tonya provided Annual Meeting Charter update. Board discussed expenditures for Board budget and practices from years past.

Nominations and Elections: Amelia provided an update. Charter requires worker owner director or it may require changing. The Board will follow up regarding this. Ideally, this charter will initiate a tabling at store events. Board reviewed timeline from previous year.

GM Evaluation & Compensation: Lenore provided update on charter. Board committee needs GM proposal at next month's meeting to move forward. Board will communicate via online survey to assess GM performance.

Long-term Strategy: Beth provided update on charter. Committee discussed focuses for the future. Beth with draft a complete charter.

Board Self-Monitoring Report: C5, Directors' Code of Conduct: Board reviewed self-monitoring report.

Drew explained aspects of the survey in need of clarification. Board discussed points of concern/interest.

Board discussed applications of survey points (situation applications). Identified areas of improvement (already and in need).

Other Business:

Debrief of guests at previous meeting: Follow up is required. Assess ability to assist. Board discussed need for further information of how to assist/how to communicate with customers.

New board member orientation: Unable to discuss due to time

Upcoming special guests schedule: Maymay, Mis Hazeline, Barbara Lau in September update in Lyon Park.

Board Retreat with CDS (Saturday, October 27, 2018): Unable to discuss due to time

Meeting Concludes: 9:01pm

Attachments:

- Reference Materials

DCM 2018 General Manager Monitoring Report Compliance

DCM 2018 Board Calendar – [WIP]

DCM 2018 Board Roster & Attendance

- How to Use Committees to Help the Board to do Board Work, Thane Joyal, CDS Consulting Co-op

- Field Guide: Orienting New Directors, Michael Healy, CDS Consulting Co-op