

Durham Co-op Market Board of Directors Minutes

**Event: Board Meeting**

**Date: Wednesday, March 14<sup>th</sup>, 2018**

**Location: Lyon Park Community Center**

**In attendance:** Amelia Freeman-Lynde, Elizabeth Figgie (BA), Davis Hodge (OM), Tyler Jenkins, Drew Peng, Tonya Post, Lenore Ramm, Jack (guest), Frank Stasio, Leila Wolfrum (GM).

**Absent:** Beth Hopping, Alisa Johnson, Diamond Riley, Nick Williams.

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

**Approve minutes from Wednesday, February 14<sup>th</sup> Meeting:** Motion to approve: Tyler;  
Seconded: Lenore

**GM Monitoring Report – B7, Communication to the Board; B8, Board Logistical Support:**

Davis (OM) presented the GM Monitoring Reports. There were no major changes or non-compliance issues. Several minimal, practical updates were highlighted and discussed. The Board discussed a few areas of concern, addressing proper reporting, Board documentation and access, and reviewed report data in detail. Davis (OM) provided a brief general update, highlighting audit readiness and current staff transitions.

Motion to approve GM Monitoring Report – B7, Communication to the Board; B8, Board Logistical Support: Frank; Seconded: Amelia

**GM General Updates & Discussion:** Davis (OM) presented the FYI report.

NCG Managers Meeting will be hosted in Durham in April during the Co-op's anniversary week. GM highlighted anniversary featured sales and promotions.

Plans for reset in May continue to develop. DCM admin have met with Self Help to discuss financing and further assistance.

Managers meetings continue to focus on margin concerns. New purchasing and tracking practices have already produced positive results and continue to improve margin issues. The Board discussed several questions regarding budget, sale, and future improvements.

The Grocery Manager position is currently open, and interviews are underway. Davis (OM) will fulfill any interim duties during the transition.

The Marketing Department is in communication with Habitat for Humanity to arrange a group of Co-op staff, board members, and owners to assist with a West End build. Dates will be determined.

The Co-op is partnering with LLCU to open additional investment account. The Board discussed account details. Motion to approve additional account: Frank; Seconded: Amelia.

Passover Pre-orders are available with significant progress since last year.

The first screening of the film series was successful. The GM and Marketing Department are hopeful for greater impact from the upcoming screening: The Quality of Life Project. Many organizations will be present at the panel discussion. The GM highlighted future screening dates.

The proposal for the CMA conference was accepted. The GM is looking forward to contributing to developing diversity within co-ops and future co-op dynamics in general.

~~Special guest: Lynne Bahrami, Burch Avenue N.A.~~ Postponed until later date. The Board is open to preparing further questions in the mean time.

**Board Self-Monitoring: C2, The Board's Job:** The Board reviewed and discussed report responses. The Board acknowledged successes and areas in need of improvement regarding reporting, engagement, communications, and other Board functions. The Board discussed practical improvements in anticipation for the coming year.

**Other Business (CCMA, other):** The Board reviewed website cleanup and discussed plans for ongoing maintenance and updates.

April's Board Meeting has been rescheduled for Wednesday, April 18<sup>th</sup>.

The Board followed up on Wegner report and plans to schedule a conference call.

Board plans to replace cancelled Board dinner with Durham Bulls Game and will look into specific dates.

The Marketing Department plans to host Neighbor Day instead of Junetoberfest this year, and will look into ways to be more intentionally community-focused and involve neighboring businesses.

**Meeting adjourned: 8:39pm**

**Attachments:**

**• Reading:**

- o PCC Will Put Grocery in Heart of Seattle's Downtown, Seattle Times, 3/9/18
- o Whole Foods calls meeting with key vendors as tensions flare, CNBC.com, 3/11/18

**• Reference Materials**

- o DCM 2018 General Manager Monitoring Report Compliance
- o DCM 2018 Board Calendar – [Work in progress]