

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, October 11th, 2017

Location: Lyon Park Community Center

In attendance: Drew Peng, Tyler Jenkins, Brand Fortner, Lenore Ramm, Jack (Board Candidate), Amelia Freeman-Lynde, Leila Wolfrum (GM), Elizabeth Figgie (BA), Tanya (Board Candidate), Jodi Koviach, Alisa Johnson, Pam Campa, Nick Williams, Diamond Riley.

Absent: Frank Stasio

Meeting called to order: 7:05pm

Brief introduction of attending board candidates: Visiting board candidates gave brief introductions, especially Tanya, who was in attendance for the first time. Tanya provided information about her background and particular interests with the Co-op and serving on the board.

Approve minutes from September meeting: Motion to approve (Drew), moved (Lenore), seconded (Amelia)

GM Monitoring Report – B5, “Treatment and Consumers”: Leila summarized the report. There has been a pleasing amount of growth in customer base, although greater improvement is a consistent goal. Growth was consistent with expectations. Leila reported on full ownership survey conducted earlier this year and discussed results with the board. There was a high level of response, although not highly reflective of customer demographics. The results were not particularly surprising, but consistent with the board’s thought’s on the Co-op’s current status in terms of customer satisfaction. Leila intends to distribute survey every two years. Leila explained plans and attempts to survey non-customers moving forward, and hopes to find ways of surveying and promoting the store at the same time. One minor detail needed to be adjusted on the chart. Motion to accept (Drew), moved (Amelia), seconded (Alisa).

GM General Updates & Discussion: Leila reviewed general update report. Store operations have been going extremely well, due largely to the several key hires made in recent months. Leila acknowledged the benefits of Davis taking over operations and assisting in job searches! Leila is enthusiastic about the group of current employees at the store. Job placements are excellent and there have been good sales, growth, and high customer counts. Leila explained the changes that have occurred in certain departments, notably the kitchen and deli. Some changes are being made with the Meatless Monday vegan caterers and their use of the Co-op’s kitchen. All staff are ambitious regarding sales.

Leila provided an update on the Owner Drive, which seems to be going well overall, with only minor technological/logistical glitches.

Leila acknowledged several board members, who were in attendance for the last time, for their service to the Co-op, and the board took several minutes to celebrate with snacks!

Nominations and Elections Committee – Update on board candidate and elections process:

Jodi reviewed progress on nominations. The hope is that by the end of this week communications and links about candidates and candidate statements are sent out to ownership. The Board discussed presentation of slate of candidates and promoting the annual meeting. The Board discussed logistics regarding elections and board events for the remainder of the year. The Board discussed the materials and scheduling that needs to be generated for the next few months. The November board meeting will be postponed one week in order to accommodate other events.

Annual Meeting Agenda Planning, Letter from Board discussion: Board reviewed rough agenda and some logistics for annual meeting. Board discussed content of annual report and annual letter. The Board identified several ways of promoting the annual meeting and presenting the slate of candidates to the ownership. Some key details were addressed and several tasks were delegated.

GM Review & Compensation: All Board members had opportunity to see the compensation review. There were no questions or concerns. Motion to adopt review (Drew), moved (Amelia), seconded (Lenore). Can be expected to be that review will be readdressed annually.

Board Self-Monitoring: D, D1-2, Global Board-Management Connection: The Board reviewed monitoring report and acknowledged results, giving particular attention to a few items that required further discussion or clarification. The Board reflected on specific past events that reflected accuracy in the report. Board members gave feedback in regards to individual interpretations of questions.

Leila reviewed plans for a Board of Director's training. She has arranged a training with NCG to specifically address two main topics, including on-boarding role and function of board as well as basics in financial board literacy. The training will also include a brief conversation current about grocery trends. The training is to take place in early December and will likely involve other co-ops in the area. The Board is hopeful this training will assist in reaching several goals related to systems and education. The Board discussed ways to continue applying skills received during the training. The Board discussed financial logistics and additional training opportunities.

Other Business: Board President made official notice of a preferred share holder hoping to return shares. Motion to approve (Drew), moved (Amelia), seconded (Nick).

Meeting adjourned: 8:23pm