

## Durham Co-op Market Board of Directors Minutes

**Event: Board Meeting**

**Date: Wednesday, September 20th, 2017**

**Location: Lyon Park Community Center**

**In attendance:** Drew Peng, Brand Fortner, Amelia Freeman-Lynde, Lenore Ramm, Jack (Owner Visitor), Leila Wolfrum (GM), Elizabeth Figgie (BA), Nick Williams, Jodi Koviach, Pam Campa, Tyler Jenkins, Frank Stasio, Alisa Johnson

**Absent:** Diamond Riley

**Meeting begins:** 7:06pm

**Minutes from Wednesday, August 9<sup>th</sup>, 2017: Approved, moved (Amelia), seconded (Alisa)**

**GM Monitoring Report – B4, Membership Rights:** Leila summarized the report, and may submit an addendum in order to more thoroughly cover matters involving worker ownership. The Board expressed a few concerns and questions regarding the main reasons for owners leaving, the structure of FFA ownerships, and inconsistencies with rounding up. The Board identified some of the areas related to these concerns that could use some improvement. Leila also discussed the Fall Owner Drive. The Board discussed worker ownerships, specifically the eligibility for worker ownership present among new staff, lack of education regarding worker ownerships, and addressing who should take responsibility for making the process more organized. The Board also discussed the possibility of a monthly worker ownership orientation meeting, which could be offered to those who are eligible and interested.

**GM General Updates & Discussion:** Leila did not have a written report, but provided a general update. The possibility of opening a new store in the downtown location is no longer in consideration. The city has declined the structural changes required for new a store at the particular location. Leila is still optimistic and actively looking at alternative locations and communicating with the city. This turn of events offers a better timeline and leaves DCM in a better position to prepare for the next opportunity. The Board reviewed expenses involved in the process, such as the feasibility and marketing studies. The next step involves meeting with private developers and see if there are any options elsewhere. The pressure still remains should competition move downtown. Leila continues to move forward in assessing further options with a sense of appropriate urgency with regards to starting a second store project.

Leila discussed improvement with issues regarding meat margins, most likely due to a misstep in execution. The new produce and meat manager has been doing a fantastic job, and came up with a reasonable solution to the problem.

Leila explained recent hire of a part time individual who will assist with detail level data verification and report to executive team.

Leila reviewed current work with Peg Nolan. There was an unexpected six week break during the summer, but work continues. Thus far, there have been positive results with a lot of remaining work.

Leila summarized DCM's public response to Whole Foods/Amazon merge, which has received lots of traction and positive responses. Sales have been good this month, and customers have not seemed to express any concern.

Instacart will be launching October 4<sup>th</sup>.

Leila gave an update in regards to transitions in the marketing department. The hired marketing consulting crafted a broad marketing plan that focused on values and how they were being incorporated into store messaging. This resulted partially in developing a job description. The new marketing manager is doing an incredible job in bringing personality to messaging and has successfully crafted a tactical marketing plan.

**Bylaws Amendments – Vote on Adopting Amendments:** The Board discussed bylaws amendments. Drew reviewed the main changes made, which has been received positively. Amendments have been approved. Motion to approve: Frank, Seconded: Nick.

**Nominations and Elections Committee – Update on Board Applicants:**

Jodi reviewed open seats and current status of applications. Although several applications have been received, the Board is still looking for 1-2 more candidates. The Board discussed several logistic items, including application revisions, candidate engagement, and opportunities to campaign. The application deadline has been changed to Monday, October 2<sup>nd</sup> (one week extension). Jodi and Leila will continue communications with candidates. Board reviewed specific notices that need to be posted prior to elections.

**GM Review & Compensation:** The report was not presented due to necessary edits. The report has been drafted and is near completion, and will be circulated when done.

**Board Self-Monitoring: C8, Governance Investment:** Due to technical issues, survey results were not reviewed, and the survey may need to be redone. The Board reviewed and discussed self-monitoring survey.

**Other Business:** Leila presented official notification of an additional issue of share agreement. The Board discussed process of returning investment shares. Leila will look into confirmations. Leila presented official notification of the death of a preferred share investor. The necessary communications have taken place and shares have transitioned appropriately.

**Meeting Concludes: 8:44pm**