

Event: Board Meeting

Date: Wednesday, September 12th, 2018

Location: Lyon Park Community Center

In attendance: Elizabeth Figgie (BA), Amelia Freeman-Lynde, Jack Hill (Consumer Owner), Lenore Hill, Alisa Johnson, Rebekah van Wagner (Board Candidate), Drew Peng, Tonya Post, Leila Wolfrum (GM)

Absent: Beth Hopping, Frank Stasio, Paul Robinson, Tyler Jenkins,

Meeting called to order: 7:05pm

Approve minutes from August 8th, 2018 meeting: Motion to accept: Alisa; Second: Tonya

GM Monitoring Report; Annual Ends Monitoring: GM presented Monitoring Report and reviewed compliance with ends. GM highlighted specific successes related to ends, such as the formation of Working Group Committees. GM believes the store's commitment to ends is reflected in various awards received this year. Board discussed report and areas of interest, including staff wages, long-term goals, and sustainability practices.

Motion to accept: Amelia: Second: Lenore

GM FYI Report & Discussion:

GM provided general store updates.

The reset is finished! So far, customers and staff have given positive feedback on the final changes. A few minor kinks still remain to be worked out. The Deli offered free espresso drinks all week for barista practice. Counter Culture recently came to train our deli staff. The high traffic helped highlight organization needs and officially open the new coffee bar.

Neighbor Day was a success. The weather was fine, tons of people came and were happy, neighboring businesses across the street did a great job, and the Board's presence was helpful and constructive.

Baseball season is over, and this year was a tremendous success. Produce and Marketing upped their game in terms of product and presentation. It was a ton of work, but we have a good handle on tracking. The Ballpark is looking forward to increasing the Co-op's visibility and strategizing better for next year.

Plans continue to develop for the Annual Meeting. GM and Board are hopeful of making this year's event more exciting. GM provided update on progress. Raffle/instore experience. Ends focused sample. Store/department tour. Raffle tbd.

GM reviewed plans for hurricane. The store will stay open as long as power is on. The store has already been sufficiently prepped for the storm, although it is likely we will be under-staffed in the latter half of the week. Orders have already been placed and more product is coming for the remainder of the week.

The Board discussed sales increases since reset and other departmental changes.

Germane has put in her resignation, and administrative staff is currently rethinking the marketing position. GM described new positions in the Marketing Department and plans to better distribute tasks among a team. GM is hopeful the new format will assist during times of year that are busy and high pressure.

Board discussed concerns regarding compensation, benefits, and whether or not this is an issue with turnover. GM wants to keep an eye on pay scale. Board discussed productivity among staff. GM discussed complexities involved in these issues such as pay scale, financials, and staff being hired away.

Review and discuss board committee progress:

GM Evaluation & Compensation: Confidentiality form needs to be distributed. The report is still in draft form, but nearing completion.

Annual Meeting & Nominations and Elections: Board members have had several meetings with various potential candidates. Visitors have been present at Board meetings, with more to come.

Long-term Strategy: There has been no meeting since previous Board meeting; no updates.

Special guest: Alex of Burch Avenue N.A.: Expected to come in October

Other Business:

Board Retreat: Habitat & CDS (Saturday, October 27, 2018): Retreat will begin with morning build with Habitat. GM has reserved a conference room at Durham Bull Athletic Park for the remainder of the retreat. Other details still coming together.

The loan has been refinanced. New loan particularities should have greater long-term benefits for the Co-op. Drew distributed information regarding loan package and conditions of new contract. Drew reviewed some specifics on ongoing payments.

The Board discussed having dinner together after the retreat?

Self-Monitoring Survey: Board reviewed self-monitoring report. Board discussed specifics of report. Board identified and discussed a few areas in need of improvement and simple ways to address these concerns.

Board discussed “Board Binder” - specifically catered towards new Board members, as well as generic info for current Board members’ usage. Board listed various items to include in binder, such as bylaws, ends, policy register, history of the Board, Board contact list, previous annual reports, additional reports, Board calendar, documents in need signing, etc.

Meeting Concludes: 8:31pm

Attachments:

- **Draft DCM 10/27/18 Retreat Agenda (from CDS)**
- **Reference Materials**
 - o DCM 2018 General Manager Monitoring Report Compliance*
 - o DCM 2018 Board Calendar*
 - o DCM 2018 Board Roster & Attendance*