

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, April 10th, 2019

Location: Lyon Park Community Center

In attendance: Summer Alston, Elizabeth Figgie (BA), Amelia Freeman-Lynde, Jack Hill (Consumer Owner), Lenore Hill, Alisa Johnson, Beth Katz, Drew Peng, Tonya Post, Julian Xie

Absent: Yamina Muhammad, Hector Suazo, Leila Wolfrum (GM)

Meeting called to order: 7:13pm

Happy Four Years, Durham Co-op!

Review & approve minutes from March 12th, 2019 meeting: Board provided opportunity to discuss minutes. No questions or comments.

Motion to accept: Lenore; Second: Summer

GM Monitoring Report- B9: GM Succession Planning: Board reviewed details and discussed report, highlighting changes since prior report. Succession will be handled by an individual (Operations Manager) in contrast to past plans which involved team.

Motion to accept: Amelia; Second: Beth

GM FYI Discussion:

SuperValU: Board reviewed the benefits of new products and details of category adjustments. Board reviewed materials regarding how the transition is going. Products have been coming in and grocery staff is working to stock new items. Board discussed various aspects of the transition including contract details, receiving and handling customer feedback, communications with NCG, and proactive steps for reaching out to new possible customer base. Board sees SuperValU implementation as an opportunity to teach hesitant or misinformed customers how to shop the Co-op.

Point4Health:

Beth shared details regarding recent progress in addressing food insecurity and affordable housing in the West End neighborhoods, particularly in elderly populations as well as young children. Beth, various connections, the GM, and the Community Outreach Coordinator hope to

create a partnership between the Co-op and several affordable housing units in order to address these issues. Potential plans involve safe transportation to the Co-op, grocery delivery, improved education on price comparisons and how to shop the Co-op, FFA membership access, and ongoing elderly-friendly events. Initial events planned for May with room to expand moving forward.

W. Chapel Hill St. Construction: Construction adjacent to store continues to be a nuisance and may be impacting sales. No exact details on timing.

Hot Bar: GM continues working with kitchen manager to bring more positive changes to hot bar set up and plans a reset to bring hot bar closer to the kitchen. Potential upcoming expenses are not major enough to require board approval. Board discussed repercussions and potential benefits of changes.

Monthly Financial Reporting: Board reviewed monthly financial report, highlighting specific details regarding expenses for outsourced financial advisor, general expenses, sales, and loan details. Board plans to follow up with GM regarding more specific financial condition questions.

Board Self-Monitoring Survey-C3: Agenda Planning: Board reviewed self-monitoring report, highlighted responses, discussed areas of improvement, and ways to continue progress. Board members find it important to look ahead and assess what is relevant now as well as in the future. Board discussed other action items and logistics for improving Board function, and intends to discuss multiyear plans at Board Retreat.

2019 Board Committees Discussion: Committees provided updates on current status and recent progress.

Member Engagement – Board interviews in progress. Finished profiles will be forwarded to BA for public distribution, several times per month leading up to the Annual Meeting. Committee is hopeful interviews will make Board members more familiar and accessible. Board discussed logistics regarding web presence, what needs improvement, and how to update regularly. Board discussed events at other store events and the potential to adopt good practices.

Policy Register Update – Updates planned for Board Retreat on April 28th with CDS consultant. Committee is preparing agenda and will distribute when available. Board discussed other retreat goals, particularly long-term planning.

Worker Ownership – Committee distributed materials regarding framework and goals for a cohesive Board and continues working to clarify roles of committee and worker owners. Board

highlighted barriers in communication and outreach, discussing ideas for moving forward and prioritizing tasks. Board hopes to create model for worker ownerships at Board Retreat.

Other Business:

Review of 2019 Board Calendar: April 14th store event for anniversary week, Board retreat (more details to come), CCMA in June (plans coming together).

Upcoming key dates/training:

Other:

Meeting Concludes: 8:57pm

Attachments:

• Reference Materials

o DCM 2019 General Manager Monitoring Report Compliance

o DCM 2019 Board Calendar

o DCM 2019 Board Meeting Attendance Record