

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, May 8th, 2019

Location: Lyon Park Community Center

In attendance: Meredith Cohen, Alisa Johnson, Beth Katz, Amelia Freeman-Lynde, Summer Alston, Jack Hill (Consumer Owner), Lenore Hill, Tracy Kondracki, Drew Peng, Leila Wolfrum (GM)

Absent: Yamina Muhammad, Hector Suazo, Julian Xie

Meeting called to order: 7:05pm

Approve minutes from April 10th, 2019 Meeting:

Motion to approve: Lenore ; Seconded: Alisa

GM Monitoring Report – 3rd Fiscal Quarter Finances: GM and Tracy, our outsourced financial management, from Green Bean counters, discussed where they are in their process of going through financial history, where they think the report is accurate and where they are still working on making final adjustments. They estimate the report to be 80% complete, with no big surprises predicted. Any adjustments will produce a better report, not worse. The store has strong sales growth, tight labor, and good numbers on margin. Board asked questions about margin, labor numbers, and financial impact of continued assistance from external bookkeeping services. Board discussed report formatting after receiving good feedback on more explanation and graphs.

Motion to approve: Alisa; Seconded: Lenore

GM FYI Report & Discussion:

GM highlighted upcoming expenses, including the deli reset, HVAC insulation repair, and landscaping/gardening implementation.

SuperValu: GM shared enthusiastic reception from customers and staff and discussed specific feedback on a few products. The Grocery Manager continues to do fantastic work.

Deli Reset: Hot bar replacement is scheduled for May 24th. GM reviewed cost and returns on hot bar reset. New fryer is in but not running yet.

Employee Assistance Program beginning in July, preparing to pull wages up.

CCMA coming soon – everyone should come, June 6th-8th. Plans continue to come together.

New crosswalk in front of Co-op.

Meeting with SEEDS and Kameryn Smith.

Board Self-Monitoring Survey –D2: Accountability of the GM: Board reviewed survey and responses.

Policy Register Revisions – following up from annual retreat:

Board discussed and agreed on language revisions for various policies including, Policy B2, B7 around GM Conflict of Interest disclosure, and B7 (“relevant”). Board discussed and finalized other policy details including, C4 on 2/3 super majority and D4 on “no later than Aug 31.”

2019 Board Committees Discussion: Board committees provided updates. The Member Engagement Committee sent board bios to library and strategized about getting those out. The Worker Owner Committee proposed dealing with where we are now before continuing discussion about where we want things to be. Group discussed adding a requirement to the election process for candidates to sit down with a Board Member before election, or attend a Board Meeting. Discussed how and when to strategize about Worker Owners, current and future.

Meeting Concludes: 8:59pm

Attachments:

• **Reference Materials**

o DCM 2019 General Manager Monitoring Report Compliance

o DCM 2019 Board Calendar

o DCM 2019 Board Meeting Attendance Record