

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, March 11th, 2020

Location: Online via Zoom

In attendance: Summer Alston, Josh Collier, Elizabeth Figgie (BA), Amelia Freeman-Lynde, Lenore Hill, Loralyn Milcarek, Drew Peng, Varun Singh, Leila Wolfrum (GM), Michael Rodgers

Absent: Julian Xie

Meeting called to order: 7:04pm

Review & approve minutes from February 12th, 2020 meeting: Board discussed minutes, noting a few necessary edits.

Motion to approve edits: Varun; Second: Drew

Motion to approve minutes: Varun; Second: Lenore

GM Monitoring Report – B9: GM Succession: GM presented report and is confident of the structures in place should immediate succession become necessary. The GM identified the Operations Manager effectively as the assistant general manager, detailing their capabilities to manage the store. Trainings are in place.

GM articulated further analysis of the policy and its intention. What are the top-priority qualities or skills that are crucial to preserve or replace should the current GM exit the position?

GM discussed ideal aspects beyond just functionality.

Board examined report, discussing further concerns, such as short-term trajectory, long-term vision, growth, future leadership, development of skills in an ideal GM, and more.

Board discussed aspects of GM's role that the board should be aware of, including store culture and goal shaping, technical oversight, and more. GM aims for board to be aware of what's going on at the store. Board and GM further discussed report interpretations and metrics.

Motion to approve: Lenore; Second: Michael

Tax Return Fiscal Year 2018: Board reviewed tax return and discussed a few concerns, specifically timeline and making contact for discussion. Board is up to date with no major discrepancies aside from a few, minor technical differences in data tracking. Board discussed role in reviewing.

NCG Membership Agreement: Board provided opportunity to raise concerns regarding membership renewal. No concerns to discuss.

Motion to approve: Michael; Second: Loralyn

Board Self-Monitoring Survey - C: The Board's Job: Board discussed results, reviewing comments and feedback.

Board discussed concerns regarding onboarding, assessing how well the board prepares new members for effective board involvement.

Board discussed timeline of elections, especially related to executive officer roles. Board discussed particularities of adjusting elections timeline and decided on further discussion at another time.

Board reviewed accessibility of board members and board information, considering ways to publicize and engage owner priorities. To what extent should the board invest energy in initiating owner engagement and what are the best ways to connect?

Board continued to review further comments on the survey. Charter for GM compensation review will be available at the next meeting. Board reviewed process for GM compensation.

Board briefly reviewed calendar and discussed policy register, which may need more distinction on specific policies, like those pertaining to volunteers.

Board highlighted areas of success and improvement, like working towards structured monitoring of survey results.

Board identified goals for the future, including higher voting numbers and a more diverse slate of candidates during elections. Nominations & Elections committee should be formed soon, which will look into these goals further. Board reviewed and discussed nominations process and qualifications for board members.

Committee Reports & Charters:

Worker Ownership: Committee provided update, reviewing topics discussed at recent committee meeting, including worker ownership education, trainings, and the board's role in worker owner engagement. Board further discussed particularities in effectively engaging worker owners.

Long Term Vision: Committee provided update, reviewing topics discussed at recent committee meeting. Board discussed some concerns and agreed this committee is a strength, but requires further clarification on roles and purpose in order to be effective. Committee plans to follow up internally, as well as with the GM, and board consultant.

Upcoming Events:

Co-op Café: CANCELLED

DCM Store Birthday: The event is still on the calendar, though it is likely the store will cancel. GM is carefully monitoring the right steps forward. Birthdays sales will persist regardless of party.

Columinate Financial Training for Directors: Board discussed training opportunity.

Board Retreat planning: Dates to be determined.

Action Items/Additional Topics:

GM briefly reviewed store updates, especially pertaining to Coronavirus and store birthday plans.

Meeting Adjourned: 9:00pm

Attachments:

February 2020 Meeting Minutes

GM Monitoring Report- B9: GM Succession

GM Succession Plan

Tax Return Fiscal Year 2018

Board Self-Monitoring Survey- C: The Board's Job