

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, June 10th, 2020

Location: Online via Zoom

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

Absent:

Meeting called to order: 7:02pm

Review & approve minutes from May 13th, 2020 meeting: No comments or discussion.

Motion to approve: Michael; Second: Lenore

GM Monitoring Report – B2 Planning and Budgeting: GM presented report and reviewed data, explaining how the numbers were set for this year. The store is in a good financial position, and has enough cushioning to account for some unpredictability for the remainder of the year. 2020 has been an abnormal year, but GM feels confident in report estimates.

The board discussed areas of concern, specifically GM support for reviewing reports, sales projections, changes in purchasing patterns, maintaining community trust, and external factors that may affect sales currently as well as post-pandemic. GM reviewed additional report details more specifically, highlighting dates, timelines, PPP loan details, margin conditions, and recent wage adjustments impacting finances. Staff treatment is a top priority under any store conditions.

The board discussed driving factors of success for co-ops, generally and specifically related to the pandemic, considering how other grocery stores navigate sales and plans moving forward.

GM reviewed plans for redesigned meat department and explained benefits to the project, including increased sales and better-suited product and service offerings for changing customer needs. Budget estimates, including cost analysis, will be available soon.

Board discussed approving reports and best practices for report resubmission.

Motion to approve: Lenore; Second: Julian

GM FYI Report: GM provided update, detailing plans to extend store hours. GM reviewed additional upcoming Covid-related changes, such as senior and high-risk shopping hours,

compensation plans, and PPP loan details. The store environment remains positive and safe, and managers are enforcing safety protocols well with customers. Staffing and scheduling needs will continue needing extra navigation, but management will maintain flexibility with employees. Overall, staff members seem enthusiastic about coming back.

GM reviewed store involvement with local racial justice movements, such as staff discussions, providing support protests, and giving staff flexibility to participate as desired. GM described recent steps to assist Black-owned businesses through a credit system. GM hopes this will help vendors be successful, especially those experiencing financial trouble.

GM provided update regarding a deli remodel, reviewing redesign details and recent conversations with consultants. GM will have more detailed budget information soon. Board discussed impact on deli staff and potential options for restructure.

Review Address to the DCM Community from the Board: Board reviewed address, discussing areas of concern, including issued statements in the past, actions from other co-ops, beneficial outcomes and overall goal, timing sensitivity, communication overload, support of the GM, clarification of action plans, as well as potentially more impactful opportunities to address these matters in the future with the ownership and customer base. Board members shared additional feedback regarding best steps forward.

Motion to approve statement as it stands: Drew; Second: No second

Motion to approve statement with edits: Drew; Second: No second

Board President will send out additional information to find something to be agreed on.

Board Self-Monitoring Survey - C4: Board Meetings: Board members shared feedback, identifying discussion topics to address at the board retreat.

Committee Reports & Discussion:

GM Compensation: Survey is being finalized and will be distributed later this month.

Long Term Vision: Meeting is scheduled for next week to reform group and determine next steps. Updates will be available at next meeting.

Nominations & Elections: Committee provided updates from recent meeting. Committee plans to present nominations info earlier than prior years, so interested candidates have ample planning time. GM described communication options between

board and worker owners, as well as owners overall. Board reviewed cohort and term schedule. Board discussed details regarding worker owner elections and identified a few topics in need of further discussion at the board retreat. GM suggested involving Raafe Purnsley, the Co-op's Community Outreach Coordinator, in nominations work.

Upcoming Events:

Columinate: Board reiterated opportunities for available upcoming trainings.

Board Retreat: Survey link distributed. Board reviewed retreat schedule.

Actions Items/Additional Topics:

Amelia – Contact Raafe Purnsley regarding participation with Nominations & Elections Committee; communicate retreat date with board consultant

Board further discussed address to the DCM Community from the Board, specifically in regards to actions around recruiting and elections. Board considered specific ways the Co-op engages in racial equity work through its mission, especially with community engagement, board service, marketing and communication, and store operations. Board discussed how to incorporate social justice more directly into board work and the best ways to invite more people to participate.

Meeting Adjourned: 8:50pm

Attachments:

May 2020 Meeting Minutes

*GM Monitoring Report- B2: Planning and Budgeting
Budget 2021*

GM FYI Report-Placeholder

May 31 Covid-19 Update to Staff

Address to the DCM community

Board Self-Monitoring Survey- C4: Board Meetings

Nominations and Elections Committee meeting minutes

Links:

<https://columinate.coop/events/>

Budget:

<https://drive.google.com/file/d/1q19YPFiCSTdGmUVOQUJ-ipMf59dlkVV8/view?usp=sharing>