

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, July 8th, 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), Julian Xie

Absent: Michael Rodgers

Meeting called to order: 7:05pm

Transition & Thanks: New president offered a welcome and introduction for moving forward, thanking previous board president for service.

Special Election/Vice-President Succession: Board discussed the need to have an official vote for filling the president position and other executive roles. Board will discuss offline to decide.

Review & approve minutes from June 10th, 2020 meeting: Board reviewed minutes, discussing if certain topics required further details.

Motion to approve: Summer; Second: Julian

GM FYI Report:

Store – Things are running smoothly, though the store, including staff and customers, feels the impact of the pandemic's duration. GM and staff are discussing what the near future will look like and considering what is sustainable longer term. Admin staff are working on planning an all-staff meeting later this month, which should provide an opportunity for necessary feedback.

Staff are no longer receiving average pay, and hazard pay is phasing out. GM set up employees with an extra week of PTO. This should help staff with reduced hours fill in scheduling gaps for the next 6 weeks. Staff who have been working consistently throughout the pandemic have an opportunity to take more time off. GM reviewed other scheduling, wage, and operational details.

Board discussed factors contributing to less labor hours, including reduced store hours, departments that remain closed, and staff trading shifts.

Board discussed masks. GM reviewed compliance and overall attitude of customers and staff. Board inquired about potential staff contraction of COVID-19, and GM described protocols should a staff member test positive, including whole store sanitation, staff testing, and PR.

Reset – GM has made progress in deli remodel plans, though many details remain unknown. GM described the remodel plans for handling hot food options as well as live butcher and in-house meat cutting services. GM reviewed additional details regarding floor plan, equipment needs, financials, and next steps. More details, including a full budget will be available next month.

GM described EIDL details, stating loan particularities, upcoming expenses, and interest terms. The application was submitted and awaits board approval. GM reviewed PPP payback details. Board discussed and clarified various points of concern.

Motion to accept loan: Drew; Second: Amelia

Board discussed vegan and vegetarian options for new deli, and GM explained current plans, identifying the intention to offer great options for everyone. With the deli reset, the protein alternatives set can expand. The Grocery Manager shared more details on extending non-meat selections in frozen and refrigerated, sharing how this makes more sense for shopping overall.

Board discussed the motivation behind the new reset and how much of previous reset is incorporated into new plans. The board discussed cost estimates and timeline. GM shared information from consultants, and hopes the project will be complete by Thanksgiving.

GM Monitoring Report – B4 Membership Rights and Responsibilities:

GM highlighted the continued impact of messaging around ownership since last revision. The communication redesign remains effective, indicated through steady owner sign ups throughout the year and two successful owner drives, despite some disruption due to the pandemic.

Board discussed numbers on redeemed owner giveaways and board election votes, considering ways to improve. Board discussed election practices, such as voting and the Annual Meeting.

Board discussed member and customer surveys and other channels for receiving routine feedback. GM described plans for receipt-based, NCG facilitated survey and plans to follow up.

Board discussed preferred share dividends, and GM reviewed plans to continue the process this year. GM provided further details regarding tax reports and estimated costs per year.

Motion to approve: Drew; Second: Amelia

Board Self-Monitoring Survey – C5: Directors’ Code of Conduct: Board discussed Code of Conduct forms and will collect forms for this year. Board members will state verbal reports at next meeting. Board discussed additional board administrative matters.

Committee Updates:

GM Compensation: The survey is ready and will be resent to board members.

Long Term Vision: GM provided update. Committee plans to draft a readiness response for additional store opportunities. Long term vision will be discussed at Board Retreat.

Nominations & Elections: Information regarding board elections is now published on the website and an initial announcement was included in recent newsletter.

Worker Owners: Committee is discussing vision for the role of worker owners.

Upcoming Events & Reminders:

Board Retreat: The retreat is set for July 17, and the schedule will be distributed soon. Board discussed details of retreat.

GM Compensation Survey: The survey is ready and will be resent.

Columinate events: There are several events coming up. Board reiterated the helpfulness of the trainings (<https://columinate.coop/events/>).

Review Action Items:

Amelia – contact Raafe about nominations.

Lenore – Poll board for preferred method for establishing new vice president, collect Code of Conduct forms, update monitoring grid, follow up with Michael about committee charter.

Additional Items: Board members reviewed call with Wegner's, discussing the financial review of F2019. Board shared details, including the review process and the store's financial position.

Board briefly discussed Annual Meeting planning and next steps for being prepared. Board decided the meeting will be virtual this year.

Meeting Adjourned: 8:55pm

Attachments:

June 2020 Meeting Minutes

GM Monitoring Report- B4: Membership Rights & Responsibilities

Board Self-Monitoring Survey- C5: Directors' Code of Conduct

Board Calendar

Annual Reporting Calendar

Attendance Report