

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, Dec 9th, 2020

Location: Online via Zoom

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

Absent:

Meeting called to order: 7:00pm

Agenda Review: No edits.

Team Building Question: The group completed this. Happy Birthday, Lenore!

Review & approve minutes from November 11th, 2020 meeting: Board discussed specificity of minutes, particularly pertaining to votes. Board president explained changes to documenting Board votes.

Move to approve November 2020 Minutes: Julian

Second: Varun

Ayes: Loralyn, Amelia, Josh, Michael, Kim, Lenore, Summer

Nays: None

Abstains: None

Officer Elections: Board reviewed recommendations for officer roles. Board suggested all current officers remain in their roles and plans to hold election for new officers in the summer.

Motion to elect the slate of officer position with Lenore as President, Michael as Vice President, Summer as Secretary, and Varun as Treasurer: Amelia

Second: Loralyn

Aye: Lenore, Michael, Summer, Varun, Kim, Josh, Julian

Nays: None

Abstains: None

FYI Report Q&A: GM summarized report.

Thanksgiving went smoothly. Ordering and sales were great this year, and the staff did incredible work.

Construction is underway and on-schedule. The project is a lot to manage, but staff has handled all the adjustments well.

GM reviewed progress on market study for possible new store locations. The studies are planned for early January in order to ensure a better sense of store operations. The review will include five different sites, and the bulk of the payment is covered. GM is looking into the remaining costs being covered as well.

Part of the brick wall on the building exterior was damaged in an incident earlier this week. The damage is contained within the construction area, and the team is already putting together quotes for repairs. A claim has been filed with insurance.

Board discussed areas of interest and concern, including the mask policy with construction workers, details regarding changes in refrigerated shelf space, and recapping plans for tracking reset financials.

GM Monitoring Reports:

B7: Communications to the Board: The Board Administrator has managed these tasks for three years now and greatly improved communications with the Board!

B8: Logistical Support: Submitting reports to the Board has been consistent and in line with expectations.

Board reviewed prior concerns with reading financial reports and interpreting data and found there are no major concerns.

Board discussed Dropbox usage, including access and document updates.

Move to accept B7 & B8: Michael

Second: Kim

Aye: Lenore, Summer, Amelia, Loralyn, Josh, Michael, Julian, Varun

Nays: None

Abstains: None

Board Self-Monitoring Survey – C8: Governance Investment: Board discussed budget, reviewing its maintenance and need to be addressed. Board agreed the budget should be discussed more regularly and identified best practices for setting the budget in the future. GM reviewed history of budget management and a breakdown of regular Board expenses. Board identified opportunities that could be covered if desired.

Board discussed changing Board member benefits from a discount to a coupon program. Board members shared context motivating these changes.

Board discussed gathering owner view points, considering the potential benefits of distributing a survey and goals for seeking feedback. GM reviewed the use of surveys in the past.

Board President explained recommended changes being made to self-monitoring surveys. Attributions to comments will be included starting at next month's meeting.

Overall Committee Review: Board reviewed committees, inviting committee chairs to share committee purposes, status, and other details. Board highlighted ways committees could improve and invited members to switch committees as desired and reach out to committee chairs. Board discussed the amount of committees, considering if any should be consolidated or allocated to whole Board work. Board also discussed hopes for Bylaw revisions and whether or not to create a committee.

Upcoming Events and Reminders:

Columinate events: (<https://columinate.coop/events/>). Workshops for Jan – Mar will be forwarded to the Board.

Board discussed racial equity trainings, highlighting current opportunities.

Review Action Items:

Lenore: Forward slate of Columinate workshops. Set charter resubmission deadline for standing committees. Send out full list of committees with charters.

Meeting Adjourned: 8:45pm

Attachments:

November Minutes

FYI Report

GM Report: B7: Logistical Support

GM Report: B8: Communications to the Board

Self Monitoring: C8 -Governance Investment

Board Calendar

Annual Reporting Calendar

Attendance Report