

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, Feb 10th, 2021

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: 7:06pm

Agenda Review: No edits.

Team Building Question: Board completed this activity.

Review & approve minutes from January 13th, 2020 meeting: Board provided opportunity for questions.

Move: I will move to approve the January 13th minutes: Michael

Second: Amelia

Ayes: Lenore, Summer, Varun, Josh, Loralyn, Julian, Kim

Nays: None

Abstains: None

FYI Report Q&A: Board discussed areas of interest and concern.

Sales - GM shared more perspective regarding the store's slower sales, highlighting patterns of reduced sales in other local businesses and impact from the store closure. Staff are currently working to get the store in good shape and preparing for increased operations. Plans for an official launch of the new meat counter and deli are underway, and the GM is hopeful this will increase customer numbers. Board discussed additional details regarding sales.

Staff Wellness & Covid-19 - The Board briefly discussed Covid-19 precautions, especially with continued cases among staff. GM is confident current measures are providing suitable protection.

Board discussed upcoming market studies and how current pandemic conditions may impact result accuracy. GM shared information about the market study team and communications around the pandemic impacting the studies.

Board discussed stress and morale among staff. GM shared concern for staff and store conditions but identified positives that keep the Co-op in a good position. Worker Owners shared about support among staff throughout the pandemic.

Board discussed messaging around safety in conjunction with promotions and encouragement to shop. Staff receive regular feedback that customers feel safe shopping at the Co-op. Board expressed gratitude for staff!

Staff Grievance – Due to staff request, the GM reported to the Board a grievance complaint filed regarding the GM. GM described the nature of the complaint and explained the grievance process, which is underway. GM described particularities of the situation since there is no current HR Coordinator, which the grievance policy assumes. GM reviewed requested outcomes and current status of each action step. The Board discussed if their involvement is required, and several additional details.

GM Monitoring Report - B1: Financial Conditions: GM clarified a few brief points.

Board discussed the impact of potential low numbers for Q3 on the budget.

GM discussed labor numbers in relation to sales. Reducing labor hours when sales are down does not seem like a good strategy during the pandemic. GM prefers to preserve employee hours as much as possible and focus on building a strong future, rather than cutting hours to better fit current conditions. Board discussed danger zones for sales, and GM shared approach of ongoing reevaluation in order to find successful strategies for the Co-op.

GM described current status of PTO subsidy program for staff and plans to reevaluate. Some PTO is not being utilized, and staff numbers will increase once the deli is open. Board discussed further aspects of PTO and labor, including practices of other co-ops.

Motion: I motion we accept the B1 report as provided by the General Manager: Summer

Second: Michael

Ayes: Lenore, Julian, Amelia, Varun, Loralyn, Josh, Kim

Nays: None

Abstains: None

Board Self-Monitoring Survey - D: Global Board Management Connection; D1: Unity of Control: No questions or discussion.

Committee Charter Review and Discussion: Board reviewed all committees and approved charters.

Nominations & Elections: Board clarified details regarding officer elections. Board discussed charter language and identified a few minor edits. Board discussed ideal committee for specific

tasks. Committee called for volunteers and plans to reach out to the Community Outreach Coordinator for participation.

Motion: I'll motion to approve the Nominations & Elections committee charter, with the amendment that we remove the "well-qualified" words and add a note about the board determining which skills will be relevant each year: Varun

Second: Kim

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

Nays: None

Abstains: None

Long Term Vision: Committee chair announced this committee will be disbanded and proposed the GM reformat this committee according to needs. Board is prepared to support the GM in navigating the Co-op's future through a GM-led committee. Board reviewed original vision for committee and hopes for what could be accomplished through related work.

Board Education: Committee charter was not resubmitted due to recent approval. Committee called for volunteers.

Motion: I move to renew the previously approved charter for the Board Education Committee: Michael:

Second: Loralyn

Ayes: Kim, Lenore, Varun, Josh, Summer, Amelia, Julian

Nays: None

Abstains: None

Ends Review: Committee chair will continue to lead ends review and welcomed additional volunteers. Committee looks forward to tending to long-term visioning tasks.

Motion: I move to renew the Ends Committee charter as before: Josh

Second: Michael

Ayes: Lenore, Summer, Kim, Loralyn, Amelia, Varun, Julian

Nays: None

Abstains: None

GM Compensation: Committee reviewed practical details and called for volunteers.

Motion: I move to approve the charter for the GM Compensation Committee: Amelia

Second: Varun

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

Nays: None

Abstains: None

Bylaws Committee: Committee charter was distributed. Committee chair reviewed recent meetings and main editing targets. Committee welcomed additional participants.

Motion: I move to approve the bylaws committee charter: Michael

Second: Loralyn

Ayes: Julian, Varun, Lenore, Kim, Amelia, Josh, Summer

Nays: None

Abstains: None

Upcoming Events and Reminders: (<https://columinate.coop/events/>)

Review Action Items:

Varun: Revise Nominations & Elections Committee charter and send it out.

Loralyn: Connect Raafe and Varun regarding Nominations & Elections Committee.

Other Business: Board members reviewed recent Columinate workshop about GM Compensation and shared reflections and highlights.

Meeting Adjourned: 8:57pm

Attachments:

January Minutes

GM Report: B1: Financial Condition

*Self Monitoring Survey - D: Global Board Management Connection/DI: Unity of Control
Committee Charters*

- *Nominations and Elections*
- *Long Term Vision*

Board Calendar

Annual reporting calendar

Attendance Report