

## **Durham Co-op Market Board of Directors Minutes**

**Event: Board Meeting**

**Date: Wednesday, March 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:** 7:07pm

**Agenda Review:** No edits.

**Team Building Question:** Board completed this activity.

**Review & approve minutes from February 10<sup>th</sup>, 2021 meeting:** No questions or edits.

Motion: I move to approve the meeting minutes from the Wednesday, February 10<sup>th</sup> meeting:  
Amelia

Second: Kim

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

Nays: None

Abstains: None

**FYI Report Q&A:** GM provided store updates.

Deli & Butcher Counter Grand Opening – Sales were improved since before remodel construction and the grand opening. GM reviewed advertising and better customer counts over recent weeks. This was a positive start for the new deli and meat department.

Board members approve of the housemade sausage! The new staff in the meat department are excellent. GM reviewed vegan protein and vegetarian options, especially the expanded plant-based selections. If vegan meats are made inhouse, the deli would take that on. Board members noted the increase in product selection while store size remains the same.

Market Study Update – The GM is awaiting market study results and looking forward to seeing the data on candidate sites.

PPP Loan Forgiveness – The application for PPP loan forgiveness was submitted this week, which the GM expects to receive. The GM also submitted the HACCP which enables the kitchen and meat department to smoke, cure, and vacuum pack meat selection inhouse.

COVID-19 Vaccines for Staff – Grocery workers received authorization to get vaccinated, and a substantial number of staff got their first dose! Currently, the Co-op recommends but does not require the vaccine for staff members. Vaccines will be a critical factor in getting some staff back to work. For high-risk staff, who have not been able to work during the pandemic, to return to their positions, there may be discussions in future about vaccine requirement.

Board members discussed conversations with staff regarding vaccines and whether tracking is necessary. GM reflected on how to navigate potentially changing precautions in the future. Distancing and masking are steady, and precautions will remain in place as-is for now.

**GM Monitoring Report - B9: GM Succession:** Board discussed the operations manager presenting a monitoring report to the Board.

GM reviewed succession process and details regarding the designated successor. GM reviewed succession plans in the past, identifying consultants and management teams responsible for succession tasks in earlier years. Board reviewed other specifics related to current successor, and GM shared strategies for filling this role in the future.

Motion: I move to accept the B9 report: Michael

Second: Summer

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

Nays:

Abstains:

**Upcoming Board Changes:** Board discussed options for filling the open worker owner seat and benefits associated with different approaches, such as holding a special election, appointing an interim worker owner, or appointing a worker owner for a full term. Board reviewed process for filling current worker owner roles. Board discussed details regarding recruitment, timeline, candidate requirements, elections, worker owner cohorts, and relevant bylaws, identifying topics in need of clarification and further discussion. Nominations & Elections Committee will meet prior to the next meeting to review these details and propose a strategy.

**Board Self-Monitoring Survey - C2: The Board's Job:** Board reviewed survey comments.

Board briefly reviewed executive limitations and how this impacts the GM.

Board considered how Board responsibilities could be shared among members to alleviate some tasks from the Board president. Any Board member can offer assistance.

Board discussed how to incorporate the Ends more explicitly into Board conversations and GM reporting. GM shared how Ends play an active role in decision making.

Board members expressed interest in receiving more information about Food For All. Board discussed data of interest. GM reviewed Board access to reports and how FFA data appears in financial reports. Board discussed quantifying Ends data and best approaches to gauging this more regularly and accurately.

**Market Study Discussion:** Michael led market study analysis discussion in preparation for results.

Michael provided overview for market study structure and key terms, highlighting main factors determining data and reviewing standard methodology as well as variations. Board should be prepared to ask questions, especially regarding when this study was conducted. Board discussed the impact of assumptions and goals on final data as well as market comparisons made to offer recommendations. Board reviewed additional informative materials.

Board discussed utilizing market study results since GM makes operational decisions. Board will consider goals, expectations, and missions-related concerns when assessing market study results.

GM summarized interest in expansion and crucial factors for next store location, including leverage, staff opportunities, the Co-op's mission, and viability. Board discussed the role of competitors in expansion plans.

Board discussed timeline. GM is expecting the results soon and hopes the market analyst will join the next Board meeting to present results.

**Loralyn Leaving the Board:** Board shared appreciations for Loralyn's service on the Board.

**Upcoming Events and Reminders - (<https://columinate.coop/events/>):** Board highlighted two events in April which are included on the board calendar.

**Other Business:**

- Michael will take over chair responsibilities for Board Education Committee.
- Board discussed scheduling for upcoming Board retreat.

**Review Action Items:**

- Varun: Develop worker owner election details. Meet with committee prior to next Board meeting and form proposals.
- Leila: Arrange for Operations Manager to present monitoring report at next meeting.
- Lenore: Resend retreat poll.

**Meeting Adjourned:** 8:57pm

**Attachments:**

*February Minutes*

*GM Report B9: GM Succession*

*Self Monitoring Survey – C2: The Board's Job*

*Food Coop Institute: "You've Got Your Market Study – Now What?"*

*Board Calendar*

*Annual reporting calendar*

*Attendance Report*