

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

**Event: Board Meeting**

**Date: Wednesday, May 11th, 2022**

**Location: Online via Zoom**

**In attendance:** Summer Alston, Josh Collier, Elizabeth Figgie (BA), Varun Singh, Leila Wolfrum (GM), Lenore Hill, Kris Mailepors, Raafe Purnsley, Michael Rodgers

**Absent:** Kim Ionescu, John Bonvechio

**Meeting called to order:** 7:05pm

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

**Agenda Review:** No changes

**Review & approve minutes from April 13<sup>th</sup>, 2021 meeting:** No concerns or edits.

**Motion:** I'll move to approve the Board meeting minutes from the April meeting: Josh

**Second:** Lenore

**Ayes:** Summer, Varun, Raafe

**Nays:** None

**Abstains:** Michael, Kris

### **FYI Report Q&A:**

**Property Tax Audit** – The property tax audit is complete, resulting in a few minor adjustments to coding. Tracy provided a summary which will be shared with the Board soon.

**Update on Staffing & Succession Planning Report** – Due to injury, the Operations Manager has been away from the store since February. It seems there have been disruptions to establishing a successful care plan, and it is unclear whether she will return. The worker's compensation insurance company has been involved, along with the HR manager and HR lawyer working to protect the store from any liability. The GM does not anticipate a positive resolution, though no serious legal action. The situation will take its course before GM makes any hiring decisions. Overall, the store is in good shape, largely due to the new grocery manager who is handling the department well.

Board members asked questions and discussed a new succession plan. GM hopes to establish interim management team to cover succession plan needs. Additionally, Columinate offers interim general managers in urgent scenarios, which can be an option, if necessary.

NCG Presentation – The GM’s presentation at the NCG conference went well, with others scheduled later in the summer.

**GM Monitoring Reports – B1: Financial Condition:** Board discussed report, clarifying areas of confusion or concern. GM reviewed details, including EBITDA and the Employee Retention Credit, which lowered labor costs. To align with cost of living, employee wages should be increased in the coming months. Board discussed additional factors contributing to financial conditions. Business operations need substantial change if the Co-op is to gain profitability. GM shared initial ideas for improvements, and Board will discuss plans at the retreat.

Motion: I’ll move to accept the B1 report: Michael

Second: Summer

Ayes: Josh, Lenore, Varun, Raafe, Kris

Nays: None

Abstains: None

**Board Self-Monitoring Survey – D2: Accountability of the GM:** Board discussed survey comments regarding operations, Ends, and store performance.

**Board Education – Outreach by Raafe:** Raafe gave presentation, highlighting major divisions of community outreach, including education, donations, event attendance, marketing communications, tabling, staff support, and more, and the components involved in each of these efforts. Raafe reviewed past events and major community partnerships, initiatives, and educational programs including groups the Co-op has ongoing involvement with. All activity under community outreach connects to the Ends. Raafe shared hopes for future work and increasing the Co-op’s capacity to serve people in the community.

**Upcoming Events, Reminders, and Action Items - (<https://columinate.coop/events/>):** New events have been added. Board members should forward feedback to Lenore for attended events.

**Meeting Adjourned:** 8:32pm

*Attachments:*

*April Minutes*

*GM Monitoring Report - B1: Financial Condition*

*Self Monitoring Survey - D2: Accountability of the GM*

*Board Calendar 2022*

*Annual reporting calendar*

*Attendance Report*