

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, September 14th, 2022

Location: Online via Zoom

In attendance: Summer Alston, Josh Collier, Elizabeth Figgie (BA), Lenore Hill, Kim Ionescu, Henri Meli (Owner), David Mendel (Board Candidate), Michael Rodgers, Varun Singh, Leila Wolfrum (GM)

Absent: John Bonvechio, Raafe Purnsley

Meeting called to order: 7:07pm

Agenda Review: No changes.

Introductions & Team Building Question: The Board completed this.

Review & approve minutes from August 10th, 2022 meeting: No edits.

Move: I move to approve the august meeting minutes: Kim

Second: Michael

Ayes: Josh, Varun, Lenore, Summer

Nays: None

Abstains: None

FYI Report Q&A:

New Hires – There have been a series of internal promotions over the past several weeks. Matt Colley, previously the Kitchen Manager, is now the Operations Manager. Josh Collier, previously the Specialty Coordinator, is now the Kitchen Manager. Leila McCann, previously the Specialty Associate, is now the Specialty Coordinator. The Specialty Department needs a Specialty Associate, who will hopefully join the team soon. Matt is now leading all department leaders in meeting margin targets and overseeing current performance and has taken on the new role well.

Update on Previous Operations Manager – The Co-op received paperwork from the State of North Carolina which was filed within weeks of Janiqua's termination. Leila is currently working with the lawyer on a response and expects to hear back in a several months. The Board discussed the situation. The filing was a complaint with the State for improper dismissal. Leila is confident the termination was handled correctly and is not concerned about sever repercussions from the filing.

New Neighbors – The property next to the Co-op was recently purchased. The developer plans to build a four-story, mixed-use building. Leila is meeting with the developer next week to discuss plans. There could be negative impact for the Co-op during construction, and potential benefits long term from a new residential location.

GM Monitoring Reports – Annual Ends Monitoring Report:

The Board discussed the report. The Board was pleased to see the Co-op numbers for staff diversity against national averages and discussed incorporating Board diversity into this report, identifying goals and potential benefits for including those numbers. Leila reviewed primary objective for Board reports, and the Board shared alternative ideas for tracking Board diversity. Leila is interested in finding a way to report on customer diversity.

Move: I make a motion that we accept the Ends report: Summer

Second: Michael

Ayes: Josh, Kim, Varun, Lenore

Nays: None

Abstains: None

Board Self-Monitoring Survey – C5: Officers' Roles:

Board discussed survey and concerns with bylaws. The review committee shared plans to add descriptions to bylaws regarding executive roles to clarify expectations and match current Board practices. Board further discussed possibilities for regularly reviewing executive roles and will add reviews to the Board calendar.

Planning for Annual Meeting:

The Board discussed Annual Meeting details, deciding to host the event outdoors at the Co-op to prioritize community building. The meeting will be brief and held earlier in the day, with free chili will be available to owners.

Annual Columinate CBLD Renewal Discussion:

The Board discussed Columinate CBLD renewal, reviewing its helpfulness as a resource and support for both the Board and Leila. The Board reviewed cost and current use.

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

GM Compensation – Voting for Leila’s new salary will occur next month. Board discussed timeline concerns for next year and may revisit the Board calendar.

OnBoard with Duke’s Students – The Fuqua School of Business is looking for boards where students can sit as board members through the OnBoard program. The Board discussed this possibility, considering a defined role or specific tasks that may be suitable for the students.

Executive Session: Board members conducted an executive session.

Meeting Adjourned: 8:49pm

Attachments:

- *Attachment A: August Board Minutes*
- *Attachment B: GM Monitoring Report – Annual Ends Monitoring Report*
- *Attachment C: Self-Monitoring Survey – C6: Officers’ Roles*
- *Attachment D: Board Calendar 2022*
- *Attachment E: Annual reporting calendar*
- *Attachment F: Attendance Report*