

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, November 16th, 2022

Location: Online via Zoom

In attendance: Summer Alston, Zoey Best, John Bonvechio, Josh Collier, Nina Drumgoole, Elizabeth Figgie (BA), Donna Frederick, Lenore Hill, Leila Wolfrum (GM), RaafePurnsley

Absent: Kim Ionescu

Meeting called to order 7:09pm

Agenda Review: no changes

Introductions & Team Building Question: The Board completed this.

Review & approve minutes from October 12th, 2022 meeting: The Board provided a brief explanation of the GM monitoring report structure and other meeting details.

Move: I move that we accept the October 2022 meeting minutes: Summer

Second: Josh

Ayes: Summer, John, Josh, Lenore, Raafe

Nays: None

Abstains: Zoey, Nina, Donna

FYI Report Q&A: The GM shared report.

Thanksgiving Preparations – Turkey delivery was delayed, but they arrived in time, and staff are scrambling to get all product organized for the holidays. Otherwise, Thanksgiving is going well.

Staff Turnover – There have been major personnel changes in several departments. The Wine & Beer Department will be managed by the Asst. Front End Manager who will assume full duties in January when the Front End Manager returns from maternity leave. The new IT/POS Coordinator begins soon. The GM has some concern about such a crucial role being in transition during a high-stress sale season, but needs are covered.

Recent Events Debrief – The Annual Meeting, Fall Wine Sale, and Fall Owner Drive all went smoothly. Co-op staff helped tremendously in making these events a success.

Hurricane Sales – Sales numbers were low during the storm watch despite the lack of bad weather.

GM Monitoring Reports – B1: Financial Condition:

The Board discussed report details, including the impact of financial conditions on payroll, produce department margins, pricing reviews, and forecasts. The Board discussed current debts, reviewing preferred stock and equipment loan status and priorities for paying off loans. The GM reviewed details on preferred stock redemptions.

Despite rising prices and wages, the Co-op is heading towards a good spot. The new Operations Manager is working closely with managers to get purchasing numbers stable. Staffing has been productive and efficient. While wages are better than other grocery stores, the GM hopes to continue making improvements to staff compensation.

The Board discussed the meat department. The butcher counter is moving all its product and sales are slowly increasing, though sales volume is limiting for product selection. The Board considered potential options for improving the selection, such as offering more accessibly priced meats and a wider range of products. The GM shared details on sales trends and other factors impacting meat sales. The Board discussed whether the meat department is being highlighted sufficiently, and the GM reviewed various factors which make promoting the butcher counter difficult. The Board discussed other possibilities for creating more awareness around the meat department, including educational opportunities, Durham food tours, and developing pet food products.

The Board discussed protocols for expired product, and the GM shared details for various departments. Past-date dry goods and packaged groceries populate the discount shelf, which customers can purchase. Refrigerated and prepared foods products are checked daily, and expired items are donated or made available to staff. Past-expiration foods should not be sold anymore, though mistakes happen. The GM shared details on periodic health department visits and the Co-op's return policy.

Move: I move that we accept the B1 financial report: Summer

Second: John

Ayes: Summer, Zoey, John, Josh, Nina, Donna, Lenore, Raafe

Nays: None

Abstains: None

Board Self-Monitoring Survey – D4: Monitoring GM Performance: The Board briefly explained the self-monitoring surveys and discussed GM performance. The Board discussed Columinate workshops and encouraged new members to look into available trainings.

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

The Board reviewed the 2023 calendar, highlighting education workshops, changes to the reporting schedule, attendance policy, and others.

Executive Session: Board members conducted an executive session.

Meeting Adjourned: 8:55pm

Attachments:

- *Attachment A: October Board Minutes*
- *Attachment B: GM Monitoring Report – B1: Financial Condition*
- *Attachment C: Self-Monitoring Survey – D4: Monitoring GM Performance*
- *Attachment D: Board Calendar 2022*
- *Attachment E: Board Calendar 2023*
- *Attachment F: Annual Reporting Calendar*
- *Attachment G: Attendance Report*