

Durham Co-op Market Board of Directors Minutes

Event: Board Meeting

Date: Wednesday, February 8th, 2023

Location: Online via Zoom

In attendance: Summer Alston, Zoey Best, John Bonvechio, Matt Colley (Interim GM), Josh Collier, Elizabeth Figgie (BA), Donna Frederick, Lenore Hill, Kim Ionescu, Tracy Kondracki (Bookkeeper), Sara Rachmeler (Owner)

Absent: Nina Drumgoole, Raafe Purnsley

Meeting called to order: 7:09pm

Agenda Review: No changes

Introductions and Team Building Question: The Board completed this.

Review and approve meeting minutes: No discussion or edits.

Motion: I'll move to approve the January meeting minutes: Josh

Second: Summer

Aye: Zoey, John, Donna, Lenore

Nays: None

Abstain: Kim

FYI Report Q&A:

New Menu Launched at the Service Counter – The service counter introduced its new bowl program last week and is making good sales. The team is receiving good feedback from customers and staff. Prepared foods will continue to introduce new options in phases, including dinner proteins during the week. Promotional content is being put out and the final menu is getting worked out with marketing. The bowl program was designed to help with margin in the prepared foods department as it makes more efficient use of labor, prep time, supplies, and ordering.

The Board briefly discussed the toll \$3 Dinners had on cost and labor. Josh is hopeful the new menu, while different, serves the community well.

Margin – Now with unrestricted access to the POS system, Matt has been able to dedicate significant time working on margins. Matt is confident in seeing progress over the next months.

GM Monitoring Report – B1: Financial Condition: The Board discussed the report, observing that finances are trending in the right direction. The holidays strained last quarter. This quarter is

more straightforward, and Matt expects margin improvements to be reflected by the next inventory. Pricing for base brands have been neglected for several years and are being tended to.

Matt briefly reviewed pricing and reporting process and shared details on day-to-day margin tasks. UNFI determines most grocery prices, which get input into Catapult. Matt is confident current issues can be worked out with enough persistence.

Tracy briefly offered input. We showed a profit on our tax return!

Motion: I move to approve the B1 report: Kim

Second: Zoey

Ayes: Summer, Josh, John, Donna, Lenore

Nays: None

Abstain: None

Board Self-Monitoring Survey – D: Global Board-Management Connection; D1: Unity of Control: The Board reviewed survey and responses, further discussing Board holism overall and proper delegation to the GM.

Vote on Committee Charters: The Board discussed committees and charters in need of updates. Standing committee charters will be reviewed annually. All other committee charters will be resubmitted for approval each year. The Nominations & Elections Committee charter will be revised and resubmitted for approval. The GM Compensation committee will be submitted and approved via email.

Motion: I'll move to approve the education charter for 2023: Josh

Second: Donna

Aye: Summer, Kim, John, Zoey, Lenore

Nays: None

Abstains: None

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

Additional Items:

CBLD 101 – Virtual CBLD 101 is available in April and July. Zoey shared reflections on recent attendance on CBLD 101 and expressed interest in discussing how concepts covered in the workshop apply to the DCM specifically. Zoey will share questions about the Co-op via email, and the Board will discuss further at a later time.

Upcoming hearing – The Co-op was contacted by the NC Department of Labor. Janiqua, the previous Operations Manager, is scheduled for a hearing, and it is possible a representative from

the Co-op would need to be in attendance. Matt and Lenore summarized the events leading to the lawsuit being filed. Sufficient documentation has been maintained throughout the entire process. It is unlikely a lawsuit would move forward. Matt will keep the Board informed.

Melanie Reid, Columinate GM Hiring Services: The group completed introductions. Melanie led Board members through discussion exercises focused on isolating guiding priorities during the hiring process, emphasizing the importance of alignment among Board members. Board members shared what they love about the Co-op currently, hopes for the future of the Co-op, and key competencies for the future GM. The group formed a preliminary list of essential qualities.

Meeting Adjourned: 9:01pm

Attachments:

- *Attachment A: January Board Minutes*
- *Attachment B: FYI Q&A*
- *Attachment C: GM Monitoring Report – B1: Financial Condition*
- *Attachment D: Self-Monitoring Survey – D: Global Board-Management Connection; D1: Unity of Control*
- *Attachment E: 2023 Committee Charters*
 - o *GM Compensation (see mailing list)*
 - o *Nominations and Elections (see mailing list)*
 - o *Board Education*
- *Attachment F: Board Calendar 2023*
- *Attachment G: Annual Reporting Calendar*
- *Attachment H: Attendance Report*