

Durham Co-op Market Board of Directors Minutes

Date: Wednesday, July 12, 2023

Location: Online via Zoom

In attendance: Summer Alston, Zoey Best, John Bonvechio, Josh Collier, Matt Colley (GM), Elizabeth Figgie (BA), Donna Frederick, Lenore Hill, Kim Ionescu, Anwar Simon

Absent: Nina Drumgoole, Raafe Purnsley

Meeting called to order: 7:05pm

Agenda Review: No changes

Team Building Question: The Board completed this.

Review and approve minutes from June 14th, 2023 meeting: No edits.

Motion: I will move to approve the June meeting minutes: Kim

Second: Summer

Ayes: Zoey, John, Josh, Lenore

Nays: None

Abstain: None

FYI Report Q&A:

New scales – All scales are being brought up to FDS standards.

Staff Evaluations – It has been several years since staff evaluations were completed, and Matt appreciates touching base with every manager and coordinator. The Board discussed whether staff surveys have been completed in the past. The Board and the GM considered the possibility of using a third-party facilitator to conduct the Staff Treatment & Compensation Report. The Board is eager to look further into this possibility and identified additional factors to consider, such as budget, frequency, and how to continue fostering open communication among staff.

Marketing Initiatives – The Marketing team and Wellness Coordinator are working on developing an annual marketing plan, which will serve as a communication tool and increase transparency between departments. The annual plan will include sales data, monthly promotional themes, an outreach calendar, and other details.

Prepared Foods – The Prepared Foods Department is working on a new catering menu and looking into partnering with a local courier service to offer a delivery option.

GM Monitoring Report: Annual Ends Monitoring Report:

The GM shared reflections on the experience of writing the monitoring report, largely following the format from previous reports and adding personal interpretations.

The GM highlighted sustainability data and plans to include details in this year's annual report.

The GM shared ideas for connecting staff work with the Ends, such as recreating a public calendar and including the Ends or Annual Report in onboarding.

Motion: I move to approve the ends report: Summer

Second: Zoey

Ayes: Kim, John, Josh, Lenore

Nays: None

Abstain: None

Board Self-Monitoring Survey: C5: Directors' Code of Ethics:

The Board clarified details pertaining to Code of Conduct forms.

The Board discussed whether Matt should contribute to the Self-Monitoring Survey and identified concerns and potential parameters around Matt's participation. The Board plans to check in with Ben before committing to a decision.

Board members discussed additional survey concerns, clarifying expectations for survey responses, preserving anonymity, and self-regulation.

Election of Officers:

The Board President reviewed the proposed slate of officers: Kim for President, John for Vice President, Summer for Secretary, and Lenore for Treasurer.

Motion: I will move to vote for the whole slate at stated: Kim for President, John for Vice President, Summer for Secretary, and Lenore for Treasurer: Josh

Seconded: Zoey

Ayes: Summer, John, Kim, Lenore, Donna

Nays: None

Abstains: None

Discussion of FoodPrint podcast featuring Leila Wolfrum:

In an effort to resume activity, the Board Education Committee shared this podcast which touches on the history of co-ops.

Board members shared reflections on the story of co-ops, Durham Co-op's differentiators, the value of ownership, a community approach, and maintaining unique product selections.

Mid-Year Round-Robin Check-In: Board members and the GM shared reflections on the Board and the Co-op, highlighting recent achievements, enthusiasm for current plans, and hope for continued progress.

Upcoming Events, Reminders, and Action Items (<https://columinate.coop/events/>): No new items to note.

Meeting Adjourned: 8:51pm

Attachments

- *Attachment A: June Board Minutes*
- *Attachment B: FYI Report*
- *Attachment C: GM Monitoring Report – Annual Ends Monitoring Report*
- *Attachment D: Self-Monitoring Survey – C5: Directors' Code of Ethics*
- *Attachment E: Board Calendar 2023*
- *Attachment F: Annual Reporting Calendar*
- *Attachment G: Attendance Report*