

# **Durham Co-op Market Board of Directors Minutes – February 2024**

**Date:** February 12th

**Location:** Online via Zoom

**In Attendance:** Bobby Sullivan, John Bonvechio, Michael Bacon, Shane Nolan, Thomas Becket, Tristan Routh, Carrie Buth, Arthur Goodwin, Debby Warren, Summer Alston, Paul Cameron, Josh Collier, Dawn Presley, Anwar Simon.

**Absent:** Kim Ionescu, Donna Frederick.

**Meeting called to order:** 7:08pm

**Team Building Question:** Skipped for this month

**Short update on recent history on leadership reported by John Bonvechio.**

**Update on operations from Bobby Sullivan, General Manager of the French Broad Food Co-op, and Interim General Manager of the Durham Co-op Market:**

- Bobby is working with the Durham Co-op Market in the form of our part time Interim General Manager.
- Most of his work will be remote but he will be in store 2 days out of every 2 weeks.
- He will be working with Josh Collier, our Operations Manager and NCG Direct Representative, remotely as they work through the most important tasks.
- Columinate will update the Board with a contract for Bobby's tenure with the Durham Co-op Market, the following week.
- The focus for Bobby and Josh is to ascertain the reality of the store's financial standing and set the trajectory on a sustainable growth path.
- They will be reaching out to a CPA amongst other steps to see this goal through.
- There is also a need for a Human Resources audit
- Bobby's take away from visiting the store is that morale seems good, and the store sales floor looks great.
- He expects the next couple months to go well and to have the store ready for a new General Manager.

**Update on operations from Josh Collier, Operations Manager of the Durham Co-op Market:**

- Josh expects the transition into a new IGM to be smooth.

- The sales reports for the store are promising, with growth happening across all departments during the previous week.
- More work will be done to tighten labor hours worked by staff to align with sales output.
- There will not be any drastic changes to the store, including hiring while Bobby is the IGM.
- Josh will continue to work on product mix in the departments to focus on fast selling items.
- He maintains that the coop has unrealized potential and these are early days in heading in that direction.

#### **Additional Questions and Answers:**

- Reforms proposed by previous IGM Matt Hartz are important and still actionable, such as an HR Audit.
- Pricing and availability for products have not shown themselves to be turbulent yet, but pricing increases are expected to come in the future.
- Taxes are paid up.

**Introductions by all Board, Staff, and Guests, along with a short background were shared.**

**A shortened FYI Report was presented earlier by Bobby and Josh. No additional report given.**

#### **Additional Updates:**

- Voting period will be from February 17th through March 11th and available onsite as well as online. Josh Will be acting as Board Administrator during the process.
- The GM search continues to make progress. The Job has been posted and awaiting candidates.

#### **Upcoming events:**

- The Annual Meeting will be on April 13th and will be accompanied by events and festivities throughout the month.

Board Minutes postponed to the next meeting.

**Meeting adjourned around 8:15pm**