

Durham Co-op Market Board of Directors Minutes

Date: Wednesday, July 10, 2024

Location: Online via Zoom

In attendance: Summer Alston, John Bonvechio, Josh Collier, Donna Frederick, Lenore Hill, Kim Ionescu, Anwar Simon, Jasmine Bowles, (IGM), Teri Riley (BA).

Absent: None

Meeting called to order: 7:03 pm

Agenda Review: Kim welcomed Jasmine Bowles as Interim General Manager. The meeting will include an executive session at the end of the meeting.

Team Building Question: The Board completed this.

Review and approve minutes from June 12 meeting:

Motion: I will move to approve the June minutes: Josh

Second: Donna

Ayes: Summer, Anwar, Lenore, Kim

Nays: None

Abstentions: John

FYI Report

- Kim reported the grievance was resolved over the July 6 weekend. The claim has been closed with the insurance company. Jasmine Bowles was offered the IGM position. Compensation is still being finalized and will be reviewed in Executive Session after this Board meeting.
- The Emergency Management team worked quickly to change passwords and secure the store. The transition feels seamless from the shopper's perspective.
- Jasmine spoke about strategies going forward for finances, operations, morale, and security.
 - Changing processes for bank accounts and credit cards so there is not just one person on them.
 - Working on processes for purchasing, automating some things.
 - Going forward with previously approved capital expenditures (paint, broken door, internet access).
 - Communicating frequently and clearly with the staff. Working to minimize gossip.
- Josh spoke about staff wages. A 6% cost of living increase was affordable in the budget and implemented with the current payroll. Also did some pay adjustments for staff members whose wages were too low. Getting good reports on staff morale about this.
- The Board discussed the store getting on a schedule for staff reviews and having a careful strategy about merit increases.
- This is a good time to reflect on many things during this transition and through the coming months.
- Need to keep in mind the separation of Board and store operations, letting the staff/GM/store do their work, but ensuring the Board does more verification that that work is being done. Don't need to wait for

the schedule to go over various objectives but can ask for additional reporting on different areas at any time. Keep things in the spotlight until confident that movement is happening.

- The Board discussed GM reporting and reactions to noncompliant reports. Can ask the GM for an explicit plan to get into compliance. Mentioned 360 reviews or other ways to get information about how the store is operating in real time.
- Kim encouraged Jasmine to ask for support at anytime and know the Board is behind her and available for consulting.
- Anwar reported positive feelings in the store about things moving forward already. Team members seem to be leaning into the changes.

Board Officers Elections

- Kim invited the Board to nominate themselves or others for Board roles: President, Vice-President, Secretary, and Treasurer.
- After discussion, the slate of officers:
 - Kim – President
 - John – Vice-President
 - Lenore – Treasurer
 - Summer – Secretary. If Summer rolls off the Board in November Donna will fill her role.

Motion: I motion to approve the Slate: Anwar

Second: Josh

Ayes: Summer, Lenore, Kim, John, Donna

Nays: None

Abstentions: None

Annual Meeting

- The Board discussed the Annual Meeting and previous discussions about wanting to have it in early November. In discussions with Ben, he said the Annual Meeting does not need to be at a certain time. It could even be in January or February and that would give the store time to recruit Board members, hire the GM, and be generally less stressed.
- Prior to Covid all the Annual Meetings were indoors. The store would be closed to the public for a close and friendly feeling, with lots of samples and snacks. Staff members can also attend more easily and feel included.
- The Board was positive about moving the Annual Meeting to January. Jasmine will propose a date for the meeting at the next Board meeting.
- The holidays could be a good recruiting time with folks being in the store.

Nominations and Elections Committee Report

- Committee Members: Lenore, Donna, Anwar, John, Kim.
- Lenore, Kim, and Summer all have conversations going with folks about joining the Board.
- Last year there were no candidates so the Board is being more proactive this year, tabling at events and at the store.
- Jasmine shared the store Community Outreach Coordinator has several events planned around the city and she will share that list with the Board. Board representatives can join in those events.
- New Board members can be appointed at any time there is an open seat, or at the Annual Meeting.

- The Worker Owners make their decision about staying on the Board at the same time. Josh's seat is up for re-election this cycle and Anwar is halfway through his term.

Board Self-Monitoring Surveys – C5: Directors' Code of Conduct

- The results of the survey were not included in the Board packet so will be included in the August Board packet.

Upcoming Events, Reminders, and Action Items:

- Board dinner: Kim will float a couple of dates.
- September 7: Pop up at the store

Meeting Adjourned: 8:30 pm