

Durham Co-op Market Board of Directors Minutes – July 2025

Date: July 9, 2025

Location: Online via Zoom

Time: Meeting started at 7:00 PM and ended at 8:26 PM.

In Attendance: John Bonvechio, Summer Alston, Neisha Reynolds, Frank Stasio, Donna Frederick, Diane Standaert, Anwar Simon, Stephen Carter

Others Present: Amy Zimmerman (BA), Bobby Sullivan, General Manager (IGM), Jason Bowers (GM)

Absent: Kim Ionescu, Thomas Beckett, Debby Warren

Introductions

- Welcome and introduction of Jason Bowers, new General Manager
- Team-building question: What is inspiring you right now? books and movies you've been watching.

Agenda Review

Approval of May 2025 Minutes

- Motioned to approve: Frank Stasio
- Seconded: Diane Standaert
- Vote:
 - Aye: John Bonvechio, Summer Alston, Neisha Reynolds, Frank Stasio, Donna Frederick, Diane Standaert, Anwar Simon, Stephen Carter
 - Nay: None
 - Approved pending the following edits: Early in may minutes in the FYI, 2nd bullet point, store lost 40k but is on track to generate a profit, but it *should* say, "This year will hopefully generate a profit for the last two months of the fiscal year, May and June."

Approval of June 2025 Minutes

- Motioned to approve: Summer Alston
- Seconded: Diane Standaert
- Vote:
 - Aye: John Bonvechio, Summer Alston, Neisha Reynolds, Frank Stasio, Donna Frederick, Diane Standaert, Anwar Simon, Stephen Carter
 - Nay: None

GM FYI Report – Bobby Sullivan

- It's very helpful to get questions on the FYI Report before the meeting so the General Manager (GM) can consult with staff for the answers and bring them to the meeting.
- It takes a new GM about twelve months to get used to the Board reporting process, and Bobby will be available to help with that.
- Durham Co-op Market (DCM) has a new GM, and it's been great working with Jason during his first few days. They reviewed the onboarding documents that Summer sent (policy governance, executive limitations and ends policy).
- There were recent refrigeration issues.
- DCM is in the "summer slump", and there are still shortages due to UNFI's outage.
- The finance firm is almost done with fiscal year 2025, and with that will come more accurate numbers.
- Inventory: The new fiscal year will start with accurate inventory numbers. The one number we can control is labor, and we are operating efficiently on labor which gives Jason a great launching pad.
- Amy did the 2024 Annual Report and has information for the 2025 Annual Report.
- Amy is helping Savannah with the weekly email and synced the outgoing weekly emails up to the Co-op Deals flyer.
- Leila McCann, Prepared Foods Manager, is leaving the Co-op.

FYI Report questions and discussion:

- Summer: Had a question about the placeholder for inventory, who makes the decision for that number. Bobby said only fresh departments do it monthly and that number is used as an internal tool for ongoing margin computing, but grocery and wellness don't do monthly inventory, they only do the inventory quarterly which are the most accurate and done by a third party. The company used last time took a long time, and we are working on a process to work on faster numbers. Inventory turnaround should be two weeks to thirty days at most. Anwar let the board know that they have the inventory in line and it should be faster now.
- Anwar asked about the impact of staff leaving and the board's role. Bobby answered that it's important to look for business disruption and staff treatment reports. Leila is training her understudies on the way out. Prepared foods is well established, the foods they produce makes a great profit margin.
- John asked if there a concern with a set of freezers or coolers, as far as a big ticket item. Steph noted that Fowlers was hired to do preventative maintenance. They've been through numerous freezers in the meat department, it was priced at 37K before installation and removal of the current. The former GM stated that it was a self sustaining unit and it just needed parts and then it would be fine. It seems that a new unit may be the way to go. Everything is second hand or ten years old and we have good mechanics on call.
- Diane: Thanks for this report. Kudos on the new credit card processor. Is there any talks of accountability for the outage with UNFI? Bobby: as part of NCG we get business disruption compensation. However, there might be a clause. Jason informed

the board that there was a hacking, the second one in four years and they are still not up and operating. He's working to get the answers we need from NCG and UNFI.

- Summer asked about the HR audit, including any findings, human error, or irregularities. Bobby explained that staff surveys served as a temperature check and that DCM needed stable leadership, which Jason now provides. Jason will decide whether to hire an HR manager or keep one on retainer. The 35-page audit contains detailed information. Summer also asked if the audit revealed policy gaps, referencing past staff issues. Bobby emphasized the importance of board transparency with management—managers can't act on concerns they don't know about. The Board Communication Monitoring report states that the GM must immediately inform the board of any legal liabilities, starting with the Executive Committee and then at the next board meeting.

Committees & Committee Updates

- The committee charters were not ready at this meeting. Summer stated that normally we would be voting on the charters at this meeting and we need to be ready to vote for them in August when we will need to catch up.

Committee	Chair/Comments
GM Compensation	Summer Alston: standing committee. Summer wrote a charter for this that didn't make it into the board packet.
Nominations & Elections	John Bonvechio: standing committee. John is currently working on updating the charter. Summer offered to updated it for John.
Executive	Kim Ionescu: charter completed.
Education	Donna Frederick: this committee would research the columinate classes.
Worker Ownership	Anwar Simon: is asking for an extension and needs more time to work on that.
Finance	Tom Beckett: Wasn't in attendance.
Outreach	Diane Standaert: will submit the charter for the August meeting. It will identify outreach opportunity for the board and will be a sounding board for the General Manager. It will be a resource for brainstorming ideas on community engagement. John asked Diane if she's connected with Dawn, the DCM Outreach Position.

Board Communications & Archiving

- Frank asked Jason to sign a signature card at Self Help Credit Union. Frank will be happy to do whatever is needed to get his name off the account.
- Bobby is ready to off-board any time, but right now the plan is for him to stay on.

Self-Monitoring Survey – C4: Board Meetings

- There were no comments on Self Monitoring Survey.

Upcoming Events, Reminders, and Board Education

- Co-op Café – September 27: Co-op Café Columinate: This in-person event will take place in September. If you're interested in participating, please let Kim know. Bobby mentioned that it is a great event to attend with people from the region.
- August 13 meeting: Officer elections scheduled.
- CBLD webinars available to all board members.