

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

Date: August 13, 2025

Location: Online via Zoom

Time: 7:00 PM – 9:10 PM

Meeting Called to Order

The meeting was called to order at 7:00 PM.

Attendance

- Present: Debby Warren, John Bonvechio, Summer Alston, Donna Frederick, Diane Standaert, Anwar Simon, Kim Ionescu, Thomas Beckett, Steph Carter, Neisha Reynolds
- Others Present: Amy Zimmerman (Board Assistant), Jason Bowers (General Manager)
- Absent: Frank Stasio

Introductions

Agenda Review

Debby Warren proposed adding the Finance Committee Charter to the agenda. The Board agreed to proceed with the committees that had submitted updates and defer others to the next meeting. *Missing charters: Nominations & Elections, Board Education/Onboarding, Worker Ownership, and Finance.*

Approval of July 2025 Minutes

- Motion to Approve: Summer Alston
- Seconded: Donna Frederick
- Aye: John Bonvechio, Summer Alston, Donna Frederick, Diane Standaert, Anwar Simon, Steph Carter, Neisha Reynolds
- Nay: None
- Abstain: Thomas Beckett, Kim Ionescu, Debby Warren
- Motion Passed

GM FYI Report – Jason Bowers (GM)

- Overall sales are trending up: 18% last month and approximately 22% this month.
- Grocery has become the top-performing department, increasing their product mix.

- Sushi will return in early September with daily deliveries from a new vendor. In-store sushi may follow with sales growth.
- Jason aims to close the books by the 15th of each month.
- Fresh Manager Role: The Co-op is creating a new position to oversee Produce, Meat, and Kitchen departments. This manager will handle ordering, margins, scheduling, training, hiring, and food safety. The role will be posted after finalizing the job description.

FY2026 Budget Report

- Last year's Gross Profit (GP): 29%. This year's target: 43%.
- Jason is working with Anwar to get the margins fixed and has given him a new list of what we need to be shooting for in every area for our GPs.
- Tariffs will cause price increases—especially for coffee and tropical goods.
- Human Resources (HR) plans:
 - A new performance-based review process will begin in January, with evaluations on each employee's hire anniversary.
 - Gabby from NCG will conduct a free pulse check:
 - In-person: Sept 24–26 (off-site interviews)
 - Zoom sessions: Sept 27–30 and Oct 1
 - Follow-up visit: Early November to assess progress
- **FY2026 Budget Discussions**
 - Hiring an in-house finance person would exceed current contract costs (\$4,500/month).
 - Anwar and Tom expressed concern about approving a full-year budget.
 - Kim reminded the Board that financial reports can be requested anytime and revisions are possible. Stability and support for Jason are important. Monitoring will be done via the B1 report.
- **Vote to Approve FY2026 Budget**
 - Motion: Diane Standaert
 - Seconded: John Bonvechio
 - Aye: Debby Warren, John Bonvechio, Summer Alston, Donna Frederick, Diane Standaert, Anwar Simon, Kim Ionescu, Steph Carter, Neisha Reynolds
 - Nay: Thomas Beckett
 - Abstain: None
 - Motion Passed

Committee Updates

- The Board will approve remaining committees (Nominations & Elections, Board Education/Onboarding, Worker Ownership, and Finance) at the next meeting.

GM Compensation Committee

- Chair: Summer Alston
- Members: Diane Standaert, John Bonvechio, Anwar Simon, Steph Carter
- Vote to approve GM Compensation Committee
 - Kim Ionescu moved to form the GM Compensation Committee.
 - Diane Standaert Seconded
 - Aye: Debby Warren, John Bonvechio, Summer Alston, Donna Frederick, Anwar Simon, Thomas Beckett, Steph Carter, Neisha Reynolds
 - Nay: none
 - Abstain: none
 - Motion Passed

Outreach Committee

- The committee was removed from the active committee list.

Executive Committee

- Vote to approve Executive Committee
 - Thomas Beckett moved to establish the Executive Team
 - Debby Warren Seconded
 - Aye: John Bonvechio, Summer Alston, Donna Frederick, Diane Standaert, Anwar Simon, Kim Ionescu, Steph Carter, Neisha Reynolds.
 - Abstain: None
 - Nay: None
 - Motion Passed

Officer Elections

- President: John Bonvechio
- Vice-President: Donna Frederick
- Secretary: Diane Standaert
- Treasurer: Debby Warren
- Vote to Approve Officers:
 - Summer Alston Moved to establish the Executive Team
 - Anwar Simon Seconded
 - Aye: John Bonvechio, Thomas Beckett, Donna Frederick, Diane Standaert, Kim Ionescu, Steph Carter, Neisha Reynolds, Debby Warren
 - Abstain: None
 - Nay: None
 - Motion Passed

Self-Monitoring Survey

- The Self-Monitoring Survey is a tool to track board effectiveness and capture feedback.
- This month's survey: the board delegates authority to the GM through written Ends and Limitations Policies.

Other Business

Events & Board Education

- Co-op Café: Sept 27 in Greensboro. Anwar will coordinate RSVPs.
- Board Retreat: Ideas included visits to French Broad Food Co-op and Hendersonville.
- Octoberfest Board Gathering: Sept 6, 12–4 PM.
- Tom suggested hybrid formats for in-person events.

Owner Request – Financial Records

- A member requested three years of detailed financials.
- Columinate advised sharing with an NDA due to the sensitive nature of the data.
- Jason may provide access in person but is not expected to explain the financials.
- Concerns were raised about time demands on the GM, precedent, and owner rights.
- Tom (a co-op lawyer) supports creating a formal policy and recommends using NDAs to protect competitive information from competitors.
- Kim proposed testing this approach before adopting a formal policy.

Meeting Adjourned

Time: 9:10 PM