

Durham Co-op Market Board of Directors Meeting – December 2024

Date: Wednesday, December 11, 2024

Location: Online via Zoom

Meeting Start: 7:00 pm

In Attendance: Kim Ionescu, John Bonvechio, Donna Frederick, Summer Alston, Josh Collier, Anwar Simon

Absent: None

Guests: Four DCM staff members (names not recorded)

Agenda Items and Actions

Agenda Review

The Board reviewed and approved the agenda as presented.

Team Building Question

Board members participated in the monthly team-building prompt.

Review and Approval of November Meeting Minutes

The Board deferred the official vote on the November meeting minutes to January 2025.

KPI/Snapshot and FYI Report – Q&A

Presenter: Jasmine Bowles, Interim General Manager

Although no formal written KPI or FYI Report was submitted for this meeting, Jasmine provided the following operational updates:

- **Thanksgiving Turkey Order Savings:** Cost savings were achieved compared to previous years.
- **Thanksgiving Sales:** 2024 holiday sales were lower than in 2023, but this was partially offset by decreased shrink.
- **Customer Experience Survey:** Results were generally positive.
- **Operating Expenses (July–September):** High due to infrastructure issues and seasonal patterns, including repair costs and preparation for the holidays.

Proposal from Melanie Reid

The Board approved the proposal to engage Melanie Reid, HR Consultant from Columinate, to lead the General Manager search process.

Discussion of Letter from DCM Management Team

The Board reviewed a letter submitted by the Management Team. Staff members in attendance provided presentations and shared feedback requesting improved communication and transparency between store staff and the Board.

Committee Check-Ins

- **Nominations and Elections:**

The Board voted to appoint **Debby Warren** to the Board of Directors following prior review of her candidate statement. (*Exact motion and vote record were not documented.*)

- **GM Search Committee:**

A GM Search Committee was formally created, comprising Anwar Simon, Donna Frederick, Summer Alston, and Kim Ionescu.

- **Executive Committee:**

The Board approved the (re)creation of an Executive Committee. The Executive Committee charter was adopted as presented in the meeting materials.

Board Self-Monitoring Survey – C8: Governance Investment

The Board discussed the self-monitoring survey for policy C8 and shared reflections on the Board's investment in governance, training, and development.

Upcoming Events and Action Items

- **Annual Meeting Planning:**

Jasmine Bowles, Josh Collier, and Kim Ionescu were assigned to lead planning for the Annual Meeting, which was originally scheduled for January 12, 2025 (event later postponed).

Meeting Adjourned