## Durham Co-op Market (DCM) Board of Directors Minutes – October 2025

Date: October 8, 2025

Location: Online via Zoom

Time: 7:00 PM – 8:45 PM

### Meeting Called to Order

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

### Attendance

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

### Agenda Review

- Agenda addition: Discuss the incident that occurred on Monday, October 7, 2025.

### Approval of September 2025 Minutes

Vote to approve the September 2025 Minutes

- Motion to Approve: Debby Warren
- Seconded: Kim Ionescu
- Objections: None
- Motion passed without objection.

### Discussion on Proposed Changes to Annual Meeting

Kim proposed removing the current annual meeting schedule from the Nominations and Voting Committee Charter. The committee will propose the time line for the annual meeting at a later date. She will send the final recommendation to John for an email vote.

Discussion supported moving the Annual Meeting to January or February. Participants agreed that the current timing, which falls during the holidays, is stressful and historically problematic.

Bylaws Interpretation: The board confirmed its interpretation of the phrase "closed by the fiscal year" to mean the date on which DCM's books are formally closed. Under this interpretation, the Annual Meeting would occur in January.

### GM FYI Report – Jason Bowers (GM)

Jason delivered the Durham Cooperative Market FYI report. The report was informational and required no action from the board, and the full report is on file.

- Sales are up 4%.
- Payroll Transition: Decision to switch to ADP, which offers more benefits to staff and a wage review system. Target rollout: January 2026.

- Insurance Savings: Switched workers' comp from Great American to ADP.
- IRS: the Co-op is working with accountant and bank to resolve an issue with the IRS.
- HR and Communication: NCG HR audit follow-up; first all-staff meeting was held with quarterly meetings planned.
- Internal Culture: Efforts underway to improve collaboration and reduce dissent.
- Wages: No across-the-board raises this year, but below-scale staff may be adjusted.
- Budget: Department budget reviews held; produce spending over budget is being addressed.
- External Engagement: GM attended NCG Fall Meetings, joined panel on workplace trauma, and networked with peers.
- There was an all staff meeting, and they will occur quarterly.

**Monday Incident, Jason Bowers**

Jason and Steph reported on the incident that occurred on 10/7/2025, and safety changes made following the incident. A grocery staff member was assaulted taking out trash. A second employee intervened, pursued the individual off property, and was stabbed, requiring stitches. Jason notified the Board immediately.

The Board discussed outlining a policy on Appropriate communication pathways between staff and the Board. The General Manager should serve as the primary point of contact.

**B5 Monitoring Report, Treatment of Customers - Jason Bowers (GM)**

The General Manager presented the October 2025 B5 Report, Treatment of Customers, as included in the board packet. The report was received and filed.

Vote to approve the B5 Monitoring Report

- Moved by: Kim Ionescu
- Seconded by: Summer Alston
- Aye: Debby Warren, John Bonvechio, Summer Alston, Donna Frederick, Diane Standaert, Anwar Simon, Kim Ionescu, Thomas Beckett, Steph Carter
- Nay: None
- Motion passed without objection

**Committee Updates**

**Nominations and Elections Committee**

- Chair: Kim
- The committee hasn't met yet.

**Education Committee**

- Chair: Debby Warren
- The committee hasn't met yet.

## Other Business

### Records Request Updated

An attorney has been retained by DCM. Jason and John met with the attorney, who said certain records should be provided. Regarding the NDA, the attorney thought it was required because the owner is asking for additional information.

### Self-Monitoring Survey

- The Self-Monitoring Survey is a tool to track board effectiveness and capture feedback.
- This month's survey: C7 Board Committee Principles.
- Board Members should please put your initials on any comments.

### Events & Board Education

- Co-op Kids' Halloween Party, October 25th
- Oct. 18th CBL 101
- Guess the weight of the pumpkin.

### Meeting Adjourned

Time: 8:45 PM