

**Frederick County Consumer Cooperative  
Board of Directors Meeting  
February 25<sup>th</sup>, 2021**

**Board members present:** Megan Schneebaum, Annie Marshall, Stephanie Walker, Evan Rosenberg, Bob Wolpert, Alecks Moss, John Beutler, John Clarke

**Board members absent:** Sibylle Mangum

**Staff members present:** Román Diaz, Sarah Leberherz, Susan Schulman, Libby Nuss, Troy Sexton, Adam Wieser

**Owners present:** Oliver, Annie Garland, Josh F

**Guest Speaker & Interpretation:** Adam Wieser, Ted Baran

The meeting was called to order at 6:05pm by Megan Schneebaum via Zoom.

**Food for Thought: A Speaker Series**

The meeting was started with a 20 minute TED talk style presentation about being a member of the Deaf Community by Adam Wieser, Common Market Grocery Lead. Interpretation by: Ted Baran. It was another moving presentation about the importance of Diversity, Equity, and Inclusion.

**Approval of Agenda**

Agenda is approved.

**Consent Agenda**

Minutes from January 2021 are approved.

Refunds are approved.

**Owner Comment Period**

None

**Monthly Financials**

- Expansion Finances
  - Sarah informs the Board that all credits for the expansion project have come in for unused/returned equipment. Therefore, this agenda item can be closed. Sarah noted that with these credits, the overall expansion project came in approximately \$93,000 under budget. The Board commends the CM team & Sarah for a project well done.
- Weekly Sales
  - Sarah presents weekly sales at both locations, noting that weekly sales are trending upward and that labor costs vs. sales are aligning. She notes that as the weather improves, in-store promotions gain traction, and as Covid-19 vaccines are distributed, the expectation is that sales will continue to pick up. Also noted, 7<sup>th</sup> St. sales are more rapidly increasing while Rt. 85 sales are fairly level, as expected.
- Income Statement
  - Sarah presents the Income Statement and GPM. While the stores are slightly under sales projections, she notices no red flags. Covid-19 is the primary factor in lower sales numbers.
  - Inventory for the Fresh Category: Café, Meat, Produce will take place the night of Sunday February 28.

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February 25<sup>th</sup>, 2021**

**Produce Product Guidelines**

**GM Monitoring**

- B9 – Expansion – Román discusses staff development programs including Lunch with Leadership, the Green Team, Involvement of staff in the Produce Initiative and Assistant Manager/Manager development. Roman also announces that both cafes will begin to open their seating areas on a limited basis. Announcements will come first via in-store signage so the program can rollout out slowly and allow for staff training. Announcements via email and social media will follow. New discount programs were discussed including Owner Only discounts and Bundle Deals. These programs have been rolled out slowly explanation will continue on social media, in-store signage, emails and Spoonful newsletter. John B moves to approve GM Monitoring B9 Expansion, Alecks seconds. All vote in favor.

**Board Strategic Plan 2021**

- D3 – Board Process Agenda Planning; BOD Minutes
  - Megan discusses the Board’s plan for 2021 noting that the focus will initially be on maintaining the status quo, continuing to reflect on the opening of the second location, with the ability to re-assess as Covid-19 becomes less of a driving factor in planning and decision making. This may be in FY 21 or at the FY 22 Board retreat.
  - DEI Committee is continuing to gain momentum.
  - The Board will continue to monitor Ends policies and the Election process.
  - The Board will re-assess the Non-Profit Articles of Incorporation.
  - Addition to calendar: November 6 & 7 Board Annual Retreat with Michael Healy.Stephanie motions to vote to accept the 2021 Strategic Plan, Annie seconds. All vote in favor.

**Board Budget Proposal**

- Stephanie presents a high level summary of the Budget Proposal noting increased expenditures in the categories of electronic voting and Food for Thought Speaker Series, decreased expenditures in meeting expenses and networking due to Covid-19. Specific note that CCMA will again be a virtual event.
- Discussion about Michael Healy’s fees and having him inform the Board when the Board is getting close to its included allotment of 15 hours in consulting fees.
- Discussion about stipends and insurance.
- Due to virtual meetings projection to be under budget in this category.
- Discussion about the cost of on-line Board election, Marketing Dept will research these figures and report back to the Board.

Annie thanks Stephanie for her work and this presentation. The Board will vote to approve Budget at next meeting in March.

**Board Monitoring**

- D3 – Board Process Agenda Planning; BOD Minutes
  - John C thanks the Board for responding to the recent survey, there were 8 out of 8 responses!
  - John C thanks Ashley and Susan for their help with the minutes.

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**DEI Update**

Budget will be discussed at the next DEI meeting. Speakers for next 2 Food For Thought and Books for next 2 Cooperative Conversations will be confirmed.

**Alcohol Sales in Grocery Stores**

John B. discusses House Bill that was presented in support of allowing beer and wine to be sold in grocery stores in Maryland. John B. testified at the Feb. 19 hearing via Zoom. His testimony was focused on Common Market being able to support local MD wineries and breweries. Next reading of the bill is in April.

**Odds and ends**

- Lunch with Leadership has been put on hold during COVID-19 but will start up again once staff begin to get vaccinated and positive rates decrease.
- Good of the Order
  1. CCMA meeting will be held virtually June 7-11 and registration rates are very affordable. This was a great event last year.
  2. Thank you to John B. for writing the Board's Spoonful message in the March/April issue, Alecks has offered to write for the May/June issue.
  3. Both John C. and Evan served as Secretary from July 20 – Feb 21 and will be compensated as such.
  4. John C. attended the last Green Team meeting and reports: recycling for gloves and plastic bags is up and running, the whole recycling areas have been streamlined. April 20 e-End will be at the Rt. 85 parking lot from 3-6 PM for an event. Community sponsored recycling was discussed including phones, corks, eye glasses, receipt tape. More virtual recycling classes will be added to the educational calendar. Green Team wears buttons that read "Ask Me About Recycling" for customer assistance. There will be a raffle for Owners who opt into e-receipts. The Board is welcome to help with the Community Garden project at North Frederick Elementary School – Stephanie, Alecks, and John B. would like to help.
  5. Alecks likes the Unpolished Produce program
  6. Roman discussed the Freedges program where free food is offered to the community. Grace B. and Libby will be reaching out to the organizers.
  7. John B. asked if Common Market will be compensating employees for getting the Covid-19 vaccine and Roman said he and Ashley are discussing.
- Follow up work/next steps
  1. March & April Food For Thought speakers need to be confirmed.
  2. April Co-op Conversations book needs to be selected
  3. Alex will write the May/June Spoonful Board Message. Susan will provide deadline.
  4. Alex, Stephanie, and John C. would like to participate in the next North Frederick Elementary School garden project.

The meeting was adjourned at 8:55pm.

Executive Session Followed.