

**Frederick County Consumer Cooperative
Board of Directors Meeting
May 27th, 2021**

Board members present: Megan Schneebaum, Annie Marshall (left at break), Stephanie Walker, Evan Rosenberg, Bob Wolpert, Alecks Moss, John Beutler, Zoe Brittain

Board members absent: John Clarke

Staff members present: Román Diaz, Sarah Leberherz, Susan Schulman, Libby Nuss

Owners present: Nancy Norwood

Guest: Johnny Martin

Guest Speaker: Elizabeth Chung

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

Food for Thought: A Speaker Series

Elizabeth Chung, Founder & Executive Director – Asian American Center of Frederick. The Asian American Center of Frederick provides vital services to assist lower income, minority, or immigrant groups reach their full potential through access to health insurance enrollment, interpreter/translation services, ESL and Citizenship classes, mentoring, housing, education, employment, and business development services. <https://aacfmd.org/>

Approval of Agenda

Agenda is approved.

Consent Agenda

Minutes from April 2021 are approved.

Refunds are approved.

Owner Comment Period

None

Monthly Financials

- Weekly Sales

Sarah presents weekly sales at both locations; Sarah informs the Board that she is seeing fluctuations in customer count and basket size at both stores. Both locations are staffing departments but nationwide we are seeing difficulty in hiring. Management continues to look at trends and is being careful with inventory in order to free up cash. As Covid numbers decrease we should see all of these issues balance out.

- Income Statement
 - Sarah presents the Income Statement and notes that Maryland has issued new SUTA rates which the Co-op has to back pay for Jan, Feb, Mar 2021
 - Sarah notes that some funds are in a suspense or holding account since the loan terms have closed but the cash has not yet been received.
 -

Annie asks if Sarah is concerned, and Sarah responds that the management team is optimistic for the future.

**Frederick County Consumer Cooperative
Board of Directors Meeting
May 27th, 2021**

Mask Update

The Co-op continues to follow state and CDC guidelines for in-store mask policy. Staff are still required to wear masks in the store and office. High risk shopper hours are 8-9 AM on Wednesday and Sunday. Curbside/delivery hours have been extended 11 AM – 6 PM. Plexiglass barriers remain up. Stores and offices are cleaned on a regular basis.

John B asks about the staff vaccination rate. Roman responded that due to HIPPA we cannot ask staff, but he feels the rate is over 50% and HR is making it easy for staff to take time to get vaccinated.

Annie thanks Roman for navigating the mask policy and adjusting to change.

GM Monitoring

- B9 – Expansion – Román discusses the move to include a very limited amount of conventional product in the grocery department. Reasoning focuses on offering a more competitive price point on some items, food security, increase in basket size, and is a Co-op core value. Like the addition of IPM to the produce department, the mix would max at 20% conventional. There would again be surveys to staff and owners. Roman notes that he has discussed this hybrid model with other regional Co-ops and a 11-12% growth in 12 months is average.

Aleks states that it is hard to see the value of conventional grocery category products which would support big business and potentially allow GMO products into the stores; whereas it is easier to see the value of IPM produce because it supports local farmers.

John B asks about the supply chain and branding. Roman replied that product would come from UNFI and Super Value in PA. T

Stephanie asks about package sizing in store and Roman described the Bundle Deals and Co-op Stock Up programs.

Annie supports conventional from a food justice point of view and sees the varied price points as a service to Owners.

Zoe asks about communication about the program and Roman responds that it would come through the website, Owner emails, and the Spoonful magazine.

- B6 – Emergency Management Succession – Román presents a document outlining which staff could step into various positions if needed to keep the Co-op running smoothly.

Discussion about making this document public or not because Staff personal contact is on the document.

No vote on B9 of B6 at this time.

**Frederick County Consumer Cooperative
Board of Directors Meeting
May 27th, 2021**

Outreach

- Freedged
 - OAD
 - 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.

Call for Candidates

Candidate packet announcement has been made on website, social media, and Spoonful magazine. Application deadline is July 9, 2021. Candidate information sessions are scheduled on Zoom for June 10 and June 21. Additional dates will be added if necessary.

Board Monitoring

- D2 – Board Job Description
 - Discussion about how the survey is intended to streamline process and facilitate communication, not create anonymity. Megan will reach out to Michael Healy to ask for ideas on how to improve.
 - Partial compliance
- D7 – Board Relationship to Members/Owners
 - Megan discusses that the benefits of ownership could be clearer.
 - Compliant

Thanks to John C for preparing surveys. Note that Zoe didn't vote this time around since she's new to the Board.

DEI Update

Megan discusses Co-op Conversations perhaps taking a pause for the summer or using a different approach. Last meeting there were 10 RSVPS but no one showed up.

The Frederick Center will be the speaker for the June 24 Food for Thought.

Odds and Ends

- Green Team discussed sustainability including working with Key City Compost on sustainable packaging, recycling of clam shells has been put on pause because of the cost/benefit of the program. Garden at North Frederick Elementary School is looking great! Harrison will look for another clean up project. Next meeting June 18.
- Lunch with Leadership will resume in June, Roman will send dates.
- Loco for Local has excited vendors and community partners for the July 17 event!
- CCMA – Sign ups are still available. John B suggests the Co-op support Martin's \$90 registration fee. All agree.

**Frederick County Consumer Cooperative
Board of Directors Meeting
May 27th, 2021**

- Spoonful – Annie will write the next message from the Board.
- BOD conflict of interest – John C. wants to let everyone know that his son is applying for a summer job at the Co-op. Board decides that they should disclose in advance and remain neutral if family members apply for paid positions at the Co-op. Additionally, they should not act as a reference and should not pressure Staff to hire family members.
- Good of the Order
 1. John B. states that it was good to see Johnny Martin on the meeting.
 2. Megan states that the Lovettsville Co-op is active in its capital campaign and as of May 2 was over 55% toward its goal of 1.6M.
 3. Thank you to Alecks for writing May/June Spoonful message.
- Follow up work/next steps
 1. BOD monitoring and reach out to Michael Healy.
 2. Libby will organize BOD to man Owner Drive table.
 3. Annie will write for next Spoonful.
 4. Johnny Martin will be sponsored for CCMA.

The meeting was adjourned at 8:59pm.

Executive Session Followed.