

**Frederick County Consumer Cooperative
Board of Directors Meeting
April 22nd, 2021
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Board members present: Megan Schneebaum, Annie Marshall, Stephanie Walker, Evan Rosenberg, Bob Wolpert, John Beutler, John Clarke, Alecks Moss

Board members absent:

Staff members present: Román Diaz, Sarah Lebherz, Ashley Pilahome

Owners present for meeting:

The meeting was called to order at 6:09pm by Megan Schneebaum via Zoom.

“Food for Thought: A Speaker Series”

Kimberly Scott, President and Founder – Moving Us Forward, Inc. – a nonprofit, discussed advocating for disadvantaged minority communities. (www.movingusforwardinc.com)

Approval of Agenda

Agenda is approved.

Consent Agenda

Refunds are approved. Minutes are approved.

Owner Comment Period

No comments.

Monthly Financials

Sales have declined at the Route 85 as well as 7th Street stores. However, over the last several weeks, we are starting to trend ahead from week to week in sales growth. Sarah explained that as the café sales grow basket size figures might decrease since the basket sizes are smaller for café purchases. John B. said that perhaps with less of a COVID impact we might start to see more people shopping with smaller basket sizes, for things like café items.

Produce Initiative Update

Román says that it is going well, and we continue to move forward with it.

GM Monitoring

- B3 – Financial Condition: Our labor is remaining steady; however, our fixed expenses are a little higher because we are missing sales. The gross profit margin needs to increase. EBITDAP improved from last quarter and broke even this quarter. We continue to work on Gross Margin and Labor costs since those are the expenses we have more control over. To continue to drive sales, we are pushing sales incentives from a value driven point of view with the intent of drawing in new customers. Sarah mentioned that we are not gaining cash quickly enough and that she is renegotiating terms with vendors to ensure we not paying bills too early, which pushes more cash out before it is needed. We made changes to the janitorial expenses and are reviewing larger costly items so we can course correct. In terms of the balance sheet we have cash but until we increase sales, we will need to continue to analyze what is going on which is difficult in the middle of a pandemic. Stephanie asked if there are things that we are doing or can be doing to drive sales. Román answered that Susan is working on reaching out to more communities and that we are evaluating the overall cleanliness of the store. Megan asked if there is a way to get

a snapshot of information to inform the Board when we should be significantly concerned about the stores' financial condition. Sarah thinks that we will know quickly if we do not start gaining cash. Román believes if things have not turned around by fall, then we should be concerned. Stephanie wants to continue to watch the cash line as it looks like the cash decline is less than it was during the prior quarter. The report was in noncompliance so the Board did not vote to accept it.

Document Storage Discussion

John C. opened up a discussion on the Board of Directors' document storage needs and what is required under the D3 Policy – Agenda Planning & Board Minutes, which was reviewed at the February meeting.

- How far back should we archive?
 - John B. suggested going back 5 years on the website.
- Other documents to archive? No additional documents were mentioned beyond what is already being archived.
- Paper files to scan – as needed.
- Is there anything else we should be including in the minutes?
 - Evan said he feels comfortable with the amount of information in the minutes.
 - Megan said that when the minutes record a vote perhaps the minutes should include more of the discussion leading up to the vote, which could be useful to new Directors.
- Meeting minutes packet for New Board members?
 - Alecks said that she read a couple of monthly meeting minutes but would not read an entire year's worth of minutes before joining the Board.
 - Stephanie said that having a report from the prior year compared to what is being reported on might be good for new individuals to become aware of what they will be reporting on.

Stephanie mentioned that having three places to store meeting minutes is too much and that we need to limit the areas where we are maintaining our documents. John C. said it will take some time for additional documents to be gathered and uploaded into the Board's Google Drive folders and he appreciated everyone's input.

Incumbents Declare Intent to Run

Evan and Stephanie announced that they will not be running for the Board this year. The election should be an exciting one; the recruitment process starts now!

Board Monitoring

- C1 – Unity of Control
 - All 8 responses were received and all voted in compliance.
- C2 – Accountability of the GM
 - All 8 responses received, 7 voted in compliance and 1 voted "partial compliance".

DEI Update

There was a great speaker who presented on April 21st from Sunrise, and who spoke about how to use our creativity in climate justice. Two owners were present and participated in helping to brainstorm ways to help more marginalized communities with climate change. The DEI committee is currently reading *Disability Visibility* for the May 19th meeting. The speaker for next month will be Ms. Elizabeth Chung from the American Asian Center of Frederick.

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Odds and end:

- The Green Committee update: There are a lot of recycling efforts underway for Earth month! The team has reorganized the recycling areas with better signage. The plastic bag recycling efforts are going well, the team is researching alternatives to plastic clam shell containers and the Common Market has partnered with Key City Compost of Frederick. There is an eEnd e-recycling event at the 7th St. store this week. The team is also working on developing an incentive for Owners to utilize e-receipts and they will be participating in the “Bring a Broom” clean-up event in downtown Frederick on April 24th.
- Lunch with Leadership – John C. joined Román and Ashley for a great discussion with the 7th Street Team!
- “LoCo for Local” event scheduled for July 17th at both stores
- Co-op Café sessions this month scheduled for 4/17, 4/25, 4/26
- Elections – please start getting the word out about the upcoming elections!
- Good of the Order
 - John B – Baltimore Foodscapes – there are a lot of local farms to table items in this.
- Follow up work/next steps.

The meeting was adjourned at 8:32pm.