

**Frederick County Consumer Cooperative
Board of Directors Meeting
November 18, 2021**

Board members present: Megan Schneebaum, John Beutler, Lynne Brantley, Mary McKelvie, Alecks Moss, Gislene Tasayco, Bob Wolpert,

Board members absent: John Clarke

Staff members present: Román Diaz, Sarah Lebherz, Killian Geeslin, Nick Fitzpatrick, Susan Schulman, Paul Springer

Owners/Guests present: Ann Andrex, Angella Urso, James Morrell

Guest Speaker present: Aje Hill

The November 2021 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 diversity, equity, and inclusion by Aje Hill founder & Executive Director of I Believe In Me, Inc, which gives support to at risk youth in Frederick.

Approval of Agenda

Agenda was approved.

Consent Agenda

The meeting minutes from October 28, 2021 were approved. Owner refunds were approved.

Owner Comment Period

Angella Urso expressed her concern that staff are required to wear masks during their work shifts. Roman will follow up with her.

Monthly Financials

Sarah presented monthly financials noting that we are generally holding close to the budgeted bottom line. 7th is up 11% over last year while Rt. 85 is 16% down. Both stores are under budget for wages which is actually not a good thing, this is an indicator of being short staffed. Rt. 85 is experiencing need for equipment repairs and maintenance. Megan asked about replacement vs. repair and Sarah said at this time it is still OK to be putting money into repairs, but some replacement is happening – such as freezer doors. MS Johnson is handling this work. John asked if lack of labor is contributing to downward trend. Sarah replied that labor shortage definitely contributes to lost opportunities for sales when there isn't enough staff on the floor and shelves aren't fully stocked.

Staff Survey Results Presentation

James Morrell, Columinate Co-op, shared a brief overview of the results of the Oct 2021 staff survey. The staff survey is an opinion survey with the goal of gathering data, to identify strengths & weaknesses, and to set benchmarks for future goals & priorities. Themes that emerged with generally high scores included strong DEI presence and job satisfaction. Areas of opportunity include stronger communication and organization. A meeting of store managers will be held December 9, 2021 for more in depth review and to establish follow up priority for staff.

GM Monitoring

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- B1 – Staff Relations, Compensation & Benefits – Part 2– Results to the bi-annual staff survey were presented with the average scores for all questions topics above the benchmark of 3.25 supporting compliance with the policy. Responses show that Common Market’s DEI values, high quality customer service, and department management/operations is very high – above 4.0. Areas of improvement include communication, compensation, and Co-op management with scores in the 3.4 and 3.5 range. Immediate changes will be that quarterly reviews will start in 2022, a new HR manager will come on board in December with a focus on training, orientations and communications. John B moved to approve B1, Gislene seconded. All voted in favor.
- B9 – Expansion – Román discussed how expansion brings the opportunity to support local producers – up 55% since 2020; grow our customer and Owner base – over 8,000 Owners and increase our outreach with local community partners. Opportunities to increase revenue include developing the full-service bakery, hosting more events and classes, increasing customer count and basket size. Employee training and development will help to retain and hire employees. Gislene moved to approve B9, Lynn seconded. All voted in favor.

Staff Update

Susan Schulman, Marketing Manager, gave a brief overview of marketing department goals and plans.

Board Calendar 2022

A draft of the 2022 was presented, missing items will be filled in and the final will be voted on during the December meeting.

Retreat Follow Up

Suggestion boxes have been placed in both store locations for the public and in both Staff break rooms for Staff input.

The Staff Liaison nomination and election will be handled by marketing department, the Staff Liaison will attend December BOD meeting.

Gislene and Alex will work on a follow up to Staff memo.

DEI Update

The December Food for Thought speaker is the San Mar Treatment Foster Care Center. The next committee meeting is December 6 @ 12:30, all are welcome to attend.

Odds and Ends

- Green Committee – Next meeting is December 10.
- Lunch with Leadership – Will begin in January 2022.
- CBL 101 wrap up – Gislene attended and gleaned information that she will compile.
- MAFCA – Common Market will host in May 2022
- Beer & Wine Bill – John Beutler continues to follow.
- Executive Committee nominations & elections – will take place in December, BOD should think about running for a position. Job descriptions are in Google drive & ask Megan any questions.
- Good of the Order – Just an FYI that Lovettsville Co-op have reached phase 2 of their capital campaign.
- Follow up work/next steps
 1. Next BoD retreat will be held in April

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The meeting was adjourned at 9:28 pm.

Executive Session Followed.