**Frederick County Consumer Cooperative**

**Board of Directors Meeting**

May 26, 2022

**Board members present***:* Megan Schneebaum, Mary McKelvie, Armando Martinez, Toby Schermerhorn, Alecks Moss, John Clarke, John Beutler, Juan Ducos

**Board members absent:** Joe Eastwood

**Staff members present**: Román Diaz, Sarah Lebherz, Susan Schulman, Blaire Barnes, Jason Sweadner, **Owners present:** Lillian Elliot

**Guest Speaker & Interpretation:** Atiya Wells

The meeting was called to order at 6:07pm by Megan Schneebaum via Zoom.

**Food for Thought: A Speaker Series**

The meeting was started with a 20-minute TED talk style presentation by Atiya Wells from the non-profit organization Backyard Basecamp. After the presentation it was suggested that the Co-op could possibly donate some plants/seedlings to their garden in Baltimore.

**Approval of Agenda**

The Board approved the meeting agenda.

**Consent Agenda**

The Meeting Minutes from the April 2022 Board meeting were approved.

Owner Refunds requests were approved – Owner 9356 requested a refund due to alkaline water not being included as a free Owner benefit.

**Owner Comment Period**

Lillian Elliott – joined the meeting to hear about the future of the market.

**GAP Standards - Meat**

The Global Animal Partnership: is an Animal Welfare & Humanity Certified food labeling program, assuring customers that the meat they are buying comes from animals that are raised without the use of antibiotics, added hormones, or animal by-products. Common Market Meat & Marketing Departments went through a training, and several of Common Market’s meat vendors are already certified meaning that we can begin labeling products with these standards. This is a good marketing program for customer education.

**Staff Department Focus**

Jason Sweadner, Meat & Seafood Manager from the 7th St. store presented updates about the meat department. Camaraderie, cross merchandising, working closely with the Rt. 85 store and training are contributing to increase in sales. Megan asked how the Board can support, and Jason replied that his team is in a good place, but he appreciates the offer for open communication.

**Staff Board Liaison Update**

No Update.

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**GM Monitoring**

B3 – Financial Condition & Monthly Financials

Sarah reported on the monthly financial situation not hitting the sales benchmark, but noted improvement with net income from - 2.9 to -2.2. The increase comes from less legal and consulting fees and labor has picked up. Weekly sales – Sweet 16 saw a huge pick up to 2.6 sales growth & great spirits at the Rt. 85 store, took some from the 7th store with solid numbers of 2.2 % growth overall.

Román presented an action plan for non-compliance items – hiring for & opening the Café at the Route 85 store, and opening the bakery will give us a better margin and more in-house variety will help sales.  Sarah noted that the market studies prior to opening were a little off track and could never have predicted the COVID-19 pandemic, supply chain issues and inflation.

Megan – thanked Román for the non-compliance plan and the date for improvement. John B – commended Román for a thorough overview.

Toby – asked at what point would we take a different strategy with the Route 85 store? Megan replied that we have not set a benchmark or deadline, and this is not the situation or plan that we have. Sarah mentioned that there is three years left on lease.

John B moved to approve the GM Monitoring report: B3 Financial Condition, Alecks seconded. All voted in favor. Juan stepped away during the vote and Joe was absent for the meeting.

**Board Budget Proposal**

Juan presented the Board Budget and noted that it did not change very much from last year. An increase in legal fees was added by Sarah for proposed By-law change process.

No questions were asked, and Megan thanked Juan then asked for a motion to approve. A motion to approve the Board Budget was made by Alecks and seconded by John C. All voted in favor.

**Call for Candidates/Candidate Packet Deadline**

Mary has review the Candidate packet and proposed the following edits or additions: o A write in area for pronouns and accessibility aids

o Preferred name line

o Availability: in person, zoom, either/hybrid

o Ask a question regarding the candidate’s commitment to DEI

o Question #4 add community; question #5 not necessary

o What skills or talents would you bring to the Board?

o Board or leadership experience

o Disclosure – are you an employee or a former employee of the Common Market? o Teamwork – how do you do it?

o What does our Co-op mean to you?

• Note the Information Sessions planned for June 4 & 14 have been pushed to July 12 and 16.

**Board Monitoring**

• C3 – Delegation to the GM – vote for approval

o At the May Board meeting, John C. discussed updating language that is more readable and clearer, based on language from Columinate. John C. presented the updated language for this policy and asked the Board if they proposed any changes. John B

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thought the update was fine, same essence just more readable. John C motioned to approve the updates, John B seconded. All voted in favor. John C will update the policy register to reflect the approved changes for Policy C3.

• D3 – Board Process Agenda Planning; BOD Minutes

o Would like to consider D3.2.1. Recommended having the agenda packet completed no later than midnight on the Tuesday before the meeting so everyone has a chance to review in time.

**Retreat Wrap Up**

Michael Healey with Columinate put on another meaningful retreat. The Fall retreat is in November – on the calendar for 5 & 6, 2022, presumably virtual. Megan will confirm the dates and location with Michael Healey.

**DEI Update**

The next meeting will be June 6 at 12:30 PM via zoom. All are welcome, register on the Common Market website to receive link.

Upcoming Food for Thought Speakers – June: Kate McShane, Maryland Center for Gender & Intimacy July: Lacy Walker, Fox Haven

Aug: The Religious Coalition

**Odds and ends**

• Green Committee – Next Adopt-A-Road event in July, Electrify Everything June 15 5-7 PM at the 7th St. store.

• Lunch with Leadership – at the Rt. 85 store June 16 with John C attending, 7th St. June 23 with Toby attending. Lunch at noon.

• Annual Meeting Planning – 10/1 meeting on zoom. Toby on plane till afternoon. Alecks available after 3 PM. Fall Fest will be in person on 10/8. Alecks and Toby will not be available. • Loco for Local – July 30th 10 am – 2 pm at the Route 85 store.

• CCCMA – 3 people going in person, Armando, Roman, Toby. Mary, Megan and Nick will attend virtually.

• CBLD- Next meeting of 101 on July 16. Toby attended the last one and thought it was a good introduction. Financial one was good and even if you can’t attend all 4 you can listen back because they send link to the recording.

• MAFCA – September 11, 2022, at the 7th St. store need staff liaison to help with tech support.  • Outdoor Board Lunch scheduled for June 26th.

• Spoonful – Armando will write, due June 10. Focus on Summer, Summer/Grilling Season, July 4th & Labor Day, importance of where you spend your $$.

• Good of the Order

o Farms to Schools

o FHH

• Annual meeting Oct. 1, Board Lunch June 26, lunch w leadership, Mary and Susan will edit candidate packet.

The meeting was adjourned at 9:40pm.

Executive Session Followed.

Minutes taken by Susan Schulman