

**Frederick County Consumer Cooperative
Board of Directors Meeting**

July 27, 2023

Board Members Present: Megan Schneebaum, Toby Schermerhorn, Alecks Moss, Julie Richards, Joe Eastwood, Juan Ducos, John Beutler, Armando Martinez, Merrick McKelvie

Board Staff Liaison Present: Zoe Brittain

Board Member Absent: None.

Staff Members Present: Mac Kio, Jaiden Brittain, Sarah Lebherz, Blair Barnes, Roman Diaz, Nick Fitzpatrick, Joe Eastwood, Armando Martinez, Zoe Brittain, Melissa Mens

Owners Present: Roger Moore, Aleksandr Gorokhov, Kai Hagen, Nina Carr, Cia Parker, Marc Humphries, Melissa Mens

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

Approval of Agenda: John motions to approve the July 2023 Common Market Co-op Board of Directors meeting agenda. Alecks seconds, all Board members present vote in favor.

Quick check-in.

Consent Agenda:

- **June 2023 Board of Directors Meeting Minutes**
- **Owner Refunds:** (5420-Moving, 8127-Moving, 9673-Moving, 6764-Moving, 10958-Other, 6595-Other/Doesn't agree with Co-op agenda, 9541-Moving, 9227-Found a Co-op closer to home.)

The June 2023 Common Market Board of Directors Meeting Minutes, as well as (8) Owner refunds are approved by the Board of Directors.

Owner Comment Period: Jaiden expresses concerns over customers that have misgendered her in store. She suggests training with the Frederick Center to address those issues (LGBTQ+ 101), as well as better signage at store entrances to indicate the inclusive nature of the Common Market Co-op to new customers.

GM Monitoring: B3 – Financial Condition: Roman reports a strong fourth quarter and improvements in nearly every key indicator.

John motions to accept the GM Monitoring report on Policy B3 – Financial Condition, Alecks seconds, all Board members present vote in favor.

Bylaws info sessions: Wednesday, July 26, 2023, and Saturday, August 26, 2023.

Staff-Board Liaison Update: Zoë reports that she has been getting more feedback in recent weeks after having reached out to the front ends of both stores around the time of the June B.o.D. meeting. Staff told Zoë they wished the Board meetings were in person. Several staff members also shared their view that the new Bylaws should not preclude staff members from running in the upcoming B.o.D. election. Zoë also reported that the staff at the Route 85 store feel understaffed and under-supported recently. Armando suggests a review of the day/time/location of Board of Directors meetings. The Board agrees to discuss further.

Megan addresses employee concerns regarding the revised Bylaws. She explains that our decision to preclude staff from the 2023 B.o.D election was recommended among trusted Common Market consultants and lawyers. Furthermore, Megan explains that many Co-ops do **not** allow staff Board members. The Board believes that the Common Market's limit of (2) staff members on the Board of Directors is a progressive approach to this issue.

Staff Department Focus: HR and Recruiting

Blair Barnes (Human Resources Manager) covers the training program that herself and Sue Leveille (Human Resources Recruiter) have created for new and existing staff. Blair mentions that it's a shared

goal of herself and Sue to take every new employee of the Common Market through orientation prior to their first day on the job. Staff will be given training passports which may be stamped as they take elective in-store training. The training may include Ownership, tough conversations, LGBTQ+ 101, and more. HR is also looking at outside sources for Manager training. Sue has been in contact with [HR Box](#) about training for leadership personnel, and Columinate remains another great resource for training. Blair reports that she is working on policy review changes which include revisions to Dress Code, Attendance, Callouts etc. The final Policy changes will be reviewed at our next Town Hall meeting in September. Lastly, Blair mentions that we're considering an external intern or party that will work to complete new SOPs for the Common Market, which may help us to be more specific in our training and job descriptions.

Break 7:35-7:45

Board Monitoring: (Policy C4: Monitoring GM Performance) and Revisions to (Policy D6: Board Committee Principles)

Julie suggests adding dialogue pertaining to compensation to a separate policy rather than adding it to policy C4. The Board agrees to add a noncompliance section to Policy C4, as is outlined in the CBLD Policy.

Merrick motions to accept the revised draft of Policy D6: Board Committee Principles. John seconds, all Board members present vote in favor.

Board Election update: Merrick shares tentative dates for "Meet the Candidates" information sessions on Saturday, August 19, 2023, and Monday, August 28, 2023.

DEI Update: HR is working to bring LGBTQ+ 101 training to our staff with the help of The Frederick Center. Megan reports a little progress regarding gender-neutral/family restrooms.

Odds and Ends:

- **Green Committee Update:** We are working on revamping the committee with Kayleigh, Susan and Mac.
- **Staff Cookouts:**
 - **7th Street:** Thursday, August 10, 2023, and Thursday, September 7, 2023 (12:30-3:30pm)
 - **Route 85:** Thursday, August 17, 2023, and Thursday, September 14, 2023 (12:30-3:30pm)
- **Lunch With Leadership:**
 - **7th Street:** Thursday, August 24, 2023, @ 12:00pm
 - **Route 85:** August 31, 2023, @ 12:00pm
- **Board Retreat Scheduling:** January 2024 (Exact date TBD)
- **CBLD Training Calendar:** (7/30 – Board Presidents Round Table, 9/12 – Explorations in Governance, 9/12 – HR Learning Circle)
- **Spoonful:** Alecks authored the "Message from the Board" for the next Spoonful Newsletter (September).
- **MAFCA:** The next MAFCA meeting will be held on October 7, 2023, at the Fredericksburg Food Co-op.
- **The Beet Newsletter:** Contributions due by Monday, July 31, 2023.
- **Good of the order:**
 - Toby will add another Wednesday morning Yoga class at the 7th street store. Toby also covers a new system for signups and donations.
 - Lidl is closing stores, halting expansion.
- **Follow Up:**
 - Election dates (Voting period) to be reviewed as soon as possible.
 - Review B.o.D. meeting date, time, and location.
 - Email Michael Healy about "Hiring a GM" Policy

- o Email Board about dates for Staff BBQs, lunch with leadership

The meeting was adjourned at 8:41 pm by Megan Schneebaum. Executive session followed. Meeting Minutes recorded by Mac Kio.