

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

**August 24, 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, Sarah Lebherz, Blair Barnes, Roman Diaz, Joe Eastwood, Armando Martinez, Zoe Brittain, Susan Schulman

**Owners Present:** Carolyn Salamon, Katie Jackson, Marc Humphries, Tamica Watson, Roger Moore

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

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

**Quick check-in.**

**Consent Agenda:**

- **July 2023 Board of Directors Meeting Minutes**
- **Owner Refunds:** (5178-Moving, 11096-Does not wish to return, 9827-No longer capable of driving to the co-op, 10017-Moving)

**The July 2023 Common Market Board of Directors Meeting Minutes, as well as (4) Owner refunds are approved by the Board of Directors.**

**Owner Comment Period:** None.

**GM Monitoring: B2 – Financial Planning:** Roman reports compliance across the board, and that we are actively working to boost café margins.

**John motions to accept the GM Monitoring report on Policy B2 – Financial Planning, Alecks seconds, all Board members present vote in favor.**

**Financial Dashboard Update:** Sarah presents the financial update.

**Bylaws info sessions:** Saturday, August 26, 2023, at 11:00am. Megan will be there.

**Staff-Board Liaison Update:** Zoe has nothing new to report. However, she mentioned that she had a meaningful meeting with Roman related to the topics highlighted last month.

**Staff Department Focus:** Owner Services

Our Owner Services and Outreach Coordinator, Mac, covers a day in the life of Owner Services and a breakdown of his current projects. Owner Services is currently working to manage our Board of Directors Election and preparing for our October Owner Drive. Mac mentions that his training will resume in advance of the October drive, and will run from September 18, 2023, through September 30, 2023. All staff members are welcome and encouraged to participate. Last, Mac thanks his administrative team for their daily support and guidance.

**Break: 8:00pm**

**Executive Committee Planning and Board Expectations Discussion:**

- Alecks will be filling the current vacancy for Vice President on the Board's Executive Committee.
- Julie has agreed that she will take on the role of President in the future, should it become necessary.
- The Board agrees to create expectations for attendance, punctuality, communication and more.

**Staff benefits**

- Paid time off, weekly pay structure, insurance benefits, birthday paid time off, paid time off increases based on tenure, annual raise, ability to accrue paid time off, overtime pay, holiday pay, pay advance, paid time off payout, 401k (Coming soon), and more.

**Board Compensation:** Juan shares the Board's plan to increase their monthly stipend. They opt for a stepped approach to the stipend increase, which Sarah suggested. The increase(s) may take effect in September 2023.

**Board Monitoring:**

- Policy C4: Monitoring GM Performance review and approval
- Policy D7: Relationship to Member Owners - Julie reported that there is no parallel policy to the D7 in the CBLD Policy template; the policy was reviewed without any revisions; the Board had a short discussion concerning its relationship with Owners
- **John motions to accept the revised draft of Policy C4: Monitoring GM Performance. Merrick seconds, all Board members present vote in favor.**

**Board Election Update:**

- Meet the Candidates: August 28, 2023, at 7:00pm
- Election Dates Review: (August 23, 2023, through September 18, 2023)
- The Board asks that we advertise election events in the community spaces at both stores.

**DEI Update:**

- Family/Gender Neutral Restrooms: Roman reports that the addition of family restrooms would cost around \$90,000.00 to install. We are exploring more cost-effective options to address this issue.
- LGBTQ+ 101 with The Frederick Center: The Frederick Center is backed up currently- but we are working on getting these training sessions on the calendar as soon as possible.
- The Board agrees that a committee regarding bathrooms may be necessary. Megan will send an invite to Board members.

**Odds and Ends:**

- **Green Committee Update:** The next meeting will be at 10:00 am on September 1, 2023, in the 7<sup>th</sup> Street Community Room.
- **Staff BBQ and Town Hall Planning:** The town hall will be held on Tuesday, September 5, 2023, at 6:30pm at the Route 85 store. The last staff barbeque will precede the meeting.
- **Lunch with Leadership:** The next Lunch with Leadership will be held at 12:00 pm on October 19, 2023, at Route 85. Toby will attend. The next will be held at 12:00 pm on October 26, 2023, at 7th Street. Alecks will attend.
- **Retreat Scheduling:** The Board retreat is tentatively scheduled for January 19-21, 2024. .
- **Lauri Carlton Shooting:** Recent shooting in California, she was a store owner that was shot over displaying Pride flags outside her store.
- **CBLD Training Calendar:** (9/7 - Handling GM complaints, 9/12 - Explorations in Governance, 9/12 - HR Learning Circle, 9/14 - Facilitation Fundamentals, 9/19 - Explorations in Policy Governance, 9/21 - Appreciative Coaching Skills, 9/26 - Explorations in Governance, 10/3 - Finance Training for Directors, 10/5 - Grocery Bootcamp, 10/11 - Co-op Café, 10/12 - Intermediate Facilitation Training, 10/21 - Virtual CBL 101, 10/29 - Board Presidents Round Table)
- **Spoonful:** The deadline for the Nov/Dec Issue will be October 15, 2023. This issue will be Holiday themed and will also contain our annual report.
- **MAFCA:** The next MAFCA meeting will be held on October 7, 2023, at the Fredericksburg Food Co-op.
- **7<sup>th</sup> Street 3<sup>rd</sup> Anniversary:** We will host popups in both stores throughout the year for the 50th anniversary of the Co-op. Anniversaries will no longer be celebrated individually at each store as per NCG's recommendations for Co-ops reaching and/or exceeding the 50-year anniversary mark.
- **The Beet Newsletter:** Contributions due by Wednesday, August 30, 2023.
- **Good of the order:**

- o Board compensation increases may take effect in September.
- o Alecks will take over as Vice President for Merrick (effective immediately).
- o Toby explains her new class structure for Wednesday Yoga.
- o Roman and Susan will submit the application for a beer and wine license in October, which will allow us to serve alcohol to our café customers.

**Follow Up:**

- Family Restrooms
- Scheduling for Board retreat
- Beer and wine license
- Next month will be John Beutler's last month after 19 years as a Board Director for the Common Market. Thank you for your countless contributions to our Co-op over the years, John! We will miss you.

**The meeting was adjourned at 9:35pm by Megan Schneebaum. Executive session followed. Meeting Minutes recorded by Mac Kio.**