

Frederick County Consumer Cooperative

Board of Directors Meeting

September 28, 2023

Board Members Present: Megan Schneebaum, Toby Schermerhorn, Alecks Moss, Julie Richards, Joe Eastwood, John Beutler, Kai Hagen, Merrick McKelvie

Board Staff Liaison Present: None.

Board Member Absent: Armando Martinez, Juan Ducos

Staff Members Present: Mac Kio, Sarah Lebherz, Blair Barnes, Roman Diaz, Joe Eastwood, Susan Schulman

Owners Present: Stacy Mackiewicz, Annie Marshall

Others Present: Jaime Iseminger (CPA, Principal at LWSG)

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

Approval of Agenda: Toby 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:

- August 2023 Board of Directors Meeting Minutes
- **Owner Refunds: (10515-Moving, 7444-Moving, 9333-Unhappy with customer service, 6640-Moving, 5376-Moving)**

The August 2023 Common Market Board of Directors Meeting Minutes will be revised further prior to approval, however, (5) Owner refunds are approved by the Board of Directors.

Owner Comment Period: None.

GM Monitoring: A – Ends Policies: Roman shares the ends report and highlights areas he feels we can/should improve.

Toby motions to accept the GM Monitoring report on Policy A – Ends Policies, all Board members present vote in favor.

Financial Dashboard Update: Sarah presents the financial update.

Audit Report & Patronage Rebate Proposal: Sarah presents the audit report alongside Jaime Iseminger (CPA, Principal at LWSG).

John motions to approve the draft audit report, Alecks seconds, all Board members present vote in favor.

Break: 7:45pm-8:00pm

Board Election and Bylaws Approval Results: Alecks presents the results of the 2023 Common Market Board of Directors' election. She reports that herself and Toby (incumbents) were re-elected, and that Kai Hagen was elected to replace John Beutler. She also reports that the revised Bylaws were approved.

Board Monitoring:

- **D9 – Board Advocacy on Public Issues:** No current projects, though we did work to advocate for our café beer and wine license.
- **D5 – Board Code of Conduct:** Julie reports that the Board will be required to sign the code of conduct annually. The Board agrees to adopt #4 in the CBLD template of this policy. The Board also agrees to add guidelines surrounding social media usage.

John motions to accept the revised draft of Policy C4: Monitoring GM Performance. Merrick seconds, all Board members present vote in favor.

Board Compensation Vote: Merrick motions to approve the year 1 stipend increase, Toby seconds, all Board members present vote in favor.

DEI Update: The Board continues discussing gendered bathrooms. Blair reports that we are working to schedule LGBTQ+ training for our staff members. Megan hopes that the Frederick Center may help to bring similar training to our Owners.

Odds and Ends:

- **Ownerfest/Annual Meeting:** Ownerfest will be held at the Route 85 Store on Saturday, October 14, 2023, from 12:00pm to 3:00pm. We will provide lunch, vendors, live music, and an introduction of our Board members to Owners. The Annual Meeting will be held between 1:30-2:00pm. (Merrick and Toby cannot attend)
- **Lunch with Leadership:** The next Lunch with Leadership will be held at 12:00pm on October 19, 2023, at Route 85. Megan may attend. The next will be held at 12:00pm on October 26, 2023, at 7th Street. Alecks may attend.
- **CBLD Training Calendar:** (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:** Megan will author the message from the Board for the Spoonful Newsletter.
- **The Beet Newsletter:** The deadline for submissions for the upcoming issue is Wednesday, October 4th, 2023, at 12:00pm.
- **Retreat Scheduling:** The Board retreat is scheduled for January 19-21, 2024. Alecks and Megan will establish a venue!
- **Board Quarterly Working Meeting:** October 12, 2023, from 7:00pm-9:00pm on Zoom.

Follow Up:

- Family Restrooms
- Scheduling location for Board retreat
- Beer and wine license
- Policy Register
- Advocacy Committee with Kai

The meeting was adjourned at 9:15pm by Megan Schneebaum. Executive session followed. Meeting Minutes recorded by Mac Kio.