

Frederick County Consumer Cooperative

Board of Directors Meeting

February 22, 2024

Board Members Present: Megan Schneebaum, Julie Richards, Toby Schermerhorn, Alecks Moss, Armando Martinez, Joe Eastwood, Juan Ducos (arrived at 6:15pm), Merrick McKelvie (arrived at 7:24pm)

Board Liaison Present: Zoe Brittain

Staff Members Present: Román Diaz, Sarah Lebherz, Troy Sexton, Armando Martinez, Zoe Brittain, Blair Barnes, Lara Ecker, Dennis Pick, Amanda Harmon

Owners Present: None

The meeting was called to order at 6:08pm by Julie Richards via Zoom.

Approval of Agenda:

Quick Check in

Consent Agenda:

- January 25 minutes approved
- Owner Refunds: #7531(dissatisfied with CM's policies) #4759(Moving) #8475(Moving)

Three equity share refund requests, as well as January Board Meeting minutes, were approved by the Board of Directors present.

Owner comment period: None

Staff-Board Liaison Update:

- Staff member asked about Board Involvement and opinion on staff unionization. The Board does not have an opinion of staff unionization at this moment, education would be required for the Board to form an opinion. Staff feels like the response to unionizing has been received negatively. Román relayed that CM is legally allowed to present facts so that staff can make an informed decision.

Financial Dashboard update: Sarah Lebherz and Román present the financial dashboard.

Staff Department Focus: IT Update/Gateway Project - Jeff gives IT department update on new buying/receiving software. Gateway gives buyers real time sales data, all orders can be placed through point of sale, buyers will only need to be trained on one system, improving efficiency. Real time updates, automatically update invoices into systems. Buyers will have new ways of making smarter purchases, receivers will have better tools at their fingertips to allow for smoother receiving processes. Gateway is not free; however it should pay for itself overtime.

Board Monitoring C1 - Unity of Control: Megan presents C1 asks the Board how they are following this policy well and how they can follow this policy better.

Board Monitoring C2 - Accountability of the General Manager: Megan presents C2 asks the Board how they are following this policy well and how they can follow this policy better.

Break: 7:30

Board Policy Updates (post retreat action)

- B8 - Ownership (revision of current B.8.2)
- D2 - Board Job Description (addition of new sub-policy)
- D10 - Board Meetings (New D Policy to codify how the board currently makes decisions)

Megan will provide the above policies up in the next month's meeting.

GM Monitoring - B9 Expansion: Román reports overall satisfaction regarding policy B9 Expansion.

Strategic Planning: Román gives strategic planning report for Route 85 store. Discussed the potential investments and improvements to be made in July. Marketing to spend most of their budget towards boosting foot traffic to Rt. 85. Working group to plan for capital investments from Landlord allowance. Preventative maintenance for repairs to help with unnecessary expenses.

Employee Directors - Compensation and Compartmentalization of Roles: To be discussed in March Meeting

Odds and End:

- **February Owner Drive Update:** Amanda gives report on new owner count for the month and gives update on new gift card referral program.
- **LGBTQ+ Training Update:** Merrick will follow back up.
- **In Store Events:** Leap Day Closet Cleanout Textile Recycling Feb 29; Cheese Madness March 13-27
- **Spoonful - April 15 deadline:** Juan Ducos (Thank you!)
- **Social Media posts involving the Board:** Appreciation for Board's involvement.
- **Education Folder:** *UWCC 2023 Annual Report*
- **In-Store Live Streaming of Board Meetings with Refreshments:** Susan to set-up future meetings at Rt. 85.
- **Revival of Food for Thought Speaker Series:** Quarterly in-person Food for Thought events paired with food and drink to happen in near future.
- **Board Development Update:** Alecks gives a brief update on ways to improve voter turnout, election and social media education.
- **Lunch with Leadership:** Kai 03/14 @ Route 85; Alecks 03/28 @ 7th St.
- **CBLD Training Calendar** (Armando, report on CBLD 101 training; 3/7&14 (Armando to attend The Art of Giving and Receiving Feedback; 3/13 Effective Meeting Facilitation; 3/21&28 - Strategies for Difficult Conversations; 3/27 - All About Financial Statement Audits; 4/20 - Virtual CBL 101: Foundations for Directors) <https://columinate.coop/events/>

- **CCMA 2024 in Portland Maine:** May 30th - June 1st
- **Early Morning Yoga at CCMA 2024 presented by The Common Market:** Wait for confirmation.
- **Tentative: International Day of Yoga and Wellness Day Event in June:** June 29th from 12-3pm at Rt. 85. Toby and Amanda report back with more details.
- **CDFs 2024 Co-op 5K on May 4th in Washington D.C.:** Virtual option. Group requirement 10 people registration due by March 31st. Discussed level of involvement. Board offers to pay a handful of employee's registration.
- **Board Retreat 2025:** *January 25th & 26th (dates are confirmed)*
- **Bathroom update:** New gender-neutral bathroom signs to be implemented in near future after training and concerns are addressed.
- **Good of the Order** Megan suggests that she switches term length agreements with either Armando or Joe to ensure that the two employee boards seats are available for election in two different years, instead of having them both be available only every 3 years - hopefully providing more access to these seats.

Follow up:

- Megan to update policies B8, D2, D10
- Román to get shortened version of Rt. 85 Expansion report
- Amanda to send out Rt. 85 feedback survey
- Merrick to send email to Frederick Center
- Susan to set up in person board meeting at Rt. 85
- Armando to sign up for Feedback training with Columinate

The meeting was adjourned at 9:10 pm by Julie Richards. Executive session followed. Meeting minutes recorded by Amanda Harmon.