

Frederick County Consumer Cooperative

Board of Directors Meeting

June 27, 2024

Board Members Present: Megan Schneebaum, Julie Richards, Toby Schermerhorn, Alecks Moss, Kai Hagen, Armando Martinez, Joe Eastwood (absent), Juan Ducos(absent), Merrick McKelvie

Board Liaison Present: Zoe Brittain

Staff Members Present: Román Diaz, Armando Martinez, Zoe Brittain, Amanda Harmon, Nick Fitzpatrick, Grace Scott, Susan Schulman

Owners Present:

The meeting was called to order at 6:02pm by Julie Richards via Zoom.

Approval of Agenda: Megan motions to approve the June 2024 Common Market Co-op Board of Directors meeting agenda. Toby seconds, all board members vote in favor.

Quick Check in.

Consent Agenda:

- May 23 minutes - approved
- Owner refunds: #2513 Owner refunds: #9851, 3552, 9609, 8047, 10483 (all moving)
- 7th St. passes the WIC store inspection

Toby motions to approve the revision of the May Meeting Minutes, Common Market Co-op Board of Directors meeting agenda. Kai seconds, all board members vote in favor.

Owner comment period:

- Christopher Repinski has been in contact with a rep from Neighborhood Sun Community Solar to investigate various solar options for the store.
- Armando suggested turning one cash register into an express lane of 5 items or less to prevent the buildup of long lines.

Board-Staff Liaison Update: No staff comments at either store.

Financial Dashboard update: Román presents the financial dashboard.

GM Monitoring B5 - Communications and Counsel to the Board:

Román reports overall satisfaction regarding policy B5 - Communications and Counsel to the Board. All criteria in this report meet standards.

Toby motions to approve the GM monitoring report on policy B5 - Communications and Counsel to the Board. Armando seconds, all board members vote in favor.

Board Monitoring D6 - Board Committee Principles:

Megan shares her screen of policy D6 - Board Agenda Planning and Board Minutes and asks for Board reflection on Board performance in regard to policy.

Board Monitoring C4 - Monitoring General Manager Performance: Will approve revisions at next Board Meeting

Board Compensation Review Follow-up: To be discussed at next Board Meeting

Approval of Board Budget: To be discussed at next Board Meeting

GM Evaluation Process - Discussion:

- Board Review of Draft RFP for GM Compensation and make revisions
- Volunteer required to draft GM Success Profile and prompts that are to be sent to the GM to provide guidance in producing a written self-review (draft required for 08/22)
 - Toby and Joe will work together on draft
- Volunteer required to review GM Monitoring Survey for 08/22 meeting
- Reminder: Annual Monitoring Report for 2023-2024 to be completed for October meeting

Staff Department Focus: Susan gives a brief update on the new menu changes at Rt. 85. Starting the 8th of July both stores will roll out new cafe menus. 85 will offer grab n' go burritos and smoothie bowls. The Hot Bar Menu will be discontinued, but they will offer grab n' go pre-cooked meats. 85 is hiring more staff to accommodate for these new demands and changes. Briar Plunkard is now the Assistant Manager of the Cafe.

Break: 7:29 pm

CCMA Wrap-up: Board Members Alecks, Armando, Toby, Roman and Store Manager Nick F. share their takeaways from CCMA. Alecks proposed creating a brief training video focused on engaging owners for the election process. Suggested implementing a strategy where each vote results in a donation of one dollar. This initiative effectively doubled participation at other Co-ops. Recommended hosting a "Meet the Candidates" session during the annual meeting to facilitate on-site voting.

- expense reports (please submit to Juan, if you have not done so)
- Next Conference: 29th -31st May 2025 in Duluth Minnesota

GM Check-in:

- Addressing the opportunity to increase the stores value image
- Actively working on implementing improvements based on feedback from recent surveys to better meet staff and owner expectations.
- Looking to bring on more staffing and support for HR
- Plans are underway to update bathroom signage to ensure a smooth transition

- Owner sales could be improved. Strategies are being developed to boost sales and enhance customer engagement such as Owner Only produce items.
- Addressing ways to increase the average basket size, potentially through promotional strategies or product placement.
- Raising the minimum wage and rolling out a wage compression program
- Revisiting quarterly bonuses for all staff members
- Planning a 3-day Pop-Up OAD (Owner Appreciation Day) event in August to gain new owners and gift our current owners

Odds and End:

- Restroom update- move forward with the bathroom signage (sign includes symbol for handicap, toilet and urinals)
- Board Information Sessions: Sunday 30th June @ 7th St. (10:30 am-12:00 pm); Thursday 11th July, Virtual (6-7 pm)
- Co-op Happy Hour with the Frederick County Food Council: Wednesday 10th July @ 7th St. (5-6 pm)
- Lunch with Leadership: 8/15 Kai @ Rt. 85; 8/29 @ 7th St. Toby (12:30 pm)
- Board's Quarterly Working Meeting: Thursday 11th July (7-9 pm):
 - Crafting policies pertaining to unionization and employee directors
 - Creating a plan for onboarding of new Board members after the elections
- Town Hall Meeting: Thursday 18th July @ 7th Street (7 pm)
- Board to review applications: Friday 26th July or Thursday 25th July at Board Meeting?
- Spoonful Magazine Deadline: 15th August 2024 (Volunteer required)
- 50th Anniversary Celebration: Saturday 24th August @ Rte. 85 (12-3 pm)
- Ownerfest and Annual Meeting: Saturday 19th October @ Rte. 85 (12-3 pm)
- Board Calendar - alignment with fiscal year
- CBLD Training Calendar: CBLD 101, Virtual on 07/20 and 10/26; Difficult Conversations, Difficult Leaders and Difficult Employees refine skills, increase confidence and learn in community 07/18 and 07/25 (<https://columinate.coop/events/>)
- Tacoma Park Co-op

Good of the Order

- Toby to bring Yoga Mats for Rt. 85 community room
- Annual monitoring report reminder-Due Oct 24th
- Alecks will lead July meeting if Megan and Julie do not have reception
- Board Application are due July 19th

Follow up work/next steps

- Susan and Amanda to create new Board Calendar to match fiscal year calendar
- Susan to follow up with Sarah regarding when new board members officially begin
- Juan to present Board Compensation Review Follow-up & Approval of Board Budget at next Board Meeting
- Approve C4 Monitoring General Manager Performance revisions at next Board Meeting

The meeting was adjourned at 9:24pm by Julie Richards. Executive session followed. Meeting minutes recorded by Amanda Harmon.