

Frederick County Consumer Cooperative

Board of Directors Meeting

June 27, 2024

Board Members Present: Julie Richards, Toby Schermerhorn, Alecks Moss, Kai Hagen, Armando Martinez, Joe Eastwood, Merrick McKelvie(7:10pm)

Board Liaison Present: Zoe Brittain

Board Members Absent: Megan Schneebaum, Juan Ducos

Staff Members Present: Román Diaz, Armando Martinez, Zoe Brittain, Amanda Harmon, Susan Schulman, Sarah Lebherz, Blair Barnes, Sue Leveille

Owners Present: Lilian Herz, Alison Wexler, Matthew Montemurno, Rob Schnabel, Jaime Mckay, Nina Carr

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

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

Consent Agenda:

- June 27 minutes - approved
- Owner refunds: 10510, 10446, 6695 (moving); 11506 (too expensive); 9195 (co-op closer to home); 7299 (lives too far away)

Owner comment period:

- Lilian Herz brought her concern about reducing the amount of single use plastics in the store
 - Suggested using glass for café items that come in plastic
 - Washable silverware in the café
 - Reusable containers for hot bar

Board-Staff Liaison Update:

- Suggestion to have two store staff liaisons one for each store
- Encourage staff to attend Board meetings to understand what matters are discussed and handled by the Board
- Provide in-depth training for future Staff liaisons

Financial Dashboard update: Román presents the financial dashboard.

GM Monitoring B3 - Financial Condition:

Román reports overall satisfaction regarding policy B3 - Financial Condition. All criteria in this report meet standards.

Toby motions to approve the GM monitoring report on policy B3 - Financial Condition to the Board. Armando seconds, all board members vote in favor.

Board Monitoring C4 - Monitoring General Manager Performance: Toby shares her screen with the revisions of policy C4 - Monitoring General Manager Performance and asks for Board reflection on Board performance in regard to policy.

Julie motions to approve the revisions on policy C4 - Monitoring General Manager Performance to the Board. Kai seconds, all board members vote in favor.

Board Monitoring D6 - Board Committee Principles:

Policy D6 - Board Agenda Planning and Board Minutes is shared, and Toby asks for Board reflection on Board performance in regard to policy.

Board Compensation Review Follow-up:

Alecks motions to approve the increase of Board Stipends in October, Toby Seconds. Armando and Joe abstain. All other Board Members vote in favor.

Approval of Board Budget: Julie and Toby to meet with Sarah to finalize the Board budget. Julie will send the budget out and ask for the Board's approval via email.

The Board Budget was approved via email vote on Friday 26th July 2024. All Board Members voted in favor of approving/accepting the final budget.

Break 7:31pm

Miscellaneous Board Discussions:

- Final review and approval of Draft RFP for GM Compensation

Armando motions to accept draft RFP for GM Compensation, Merrick seconds. All Board Members vote in favor.

- Review of Board Calendar for 2024-2025 Fiscal Year (Amanda and Susan to complete before next Board Meeting)
- Review of draft policy C7 (Neutrality on Unionization)
- Board perpetuation discussion (filling Merrick's seat, temporary filling of Megan's role of Secretary once she leaves)
 - Merrick agreed to stay on until October so that the Board can Appoint a New Board Member
- Board Election update and review of Board candidate applications
 - Owner Services to send all ballot information by Aug. 1st
 - Meet the Candidates: August 6th from 6:00pm-7:00pm & Aug 24th 12pm-3pm (Table at 50th Anniversary)

GM Check-in:

- Roman presents the monthly GM report, discusses current initiatives, new programs and growth opportunities for each store

- Roman Presents the GM's Strategic Plan for the 2024-2025 Fiscal Year

Odds and End:

- Lunch with Leadership (change of dates): 08/15 Kai @ 7th Street; 08/29 Toby @ Rte. 85 (12:30 pm)
- Spoonful Magazine Deadline: 15th August 2024 (Megan and Merrick)
- UPDATE on 50th Anniversary Celebration: Saturday 24th August @ Rte. 85 (12-3 pm)
 - Board Members who can attend?
- In the Streets: 14th September 2024 (11am-5pm)
- Ownerfest and Annual Meeting: Saturday 19th October @ Rte. 85 (12-3 pm)
- Townhall Meeting Feedback
- WIC Update
- Restroom update
- Retreat planning - venue, catering, insurance (01.25 and 01.26.2025)
- Habitat for Humanity/ReStore (exploring how other organizations recruit Board members) - <https://habitat-wc.org/about/board-of-directors> - Armando will report on this at next meeting
- CBLD Training Calendar: CBLD 101 Virtual 10/26; 07/31 How to Disagree Better; 07/28 Board Presidents' Roundtable (<https://columinate.coop/events/>)

Good of the Order:

Follow up work/next steps:

- Susan and Amanda update Board Calendar to match Fiscal Year Calendar
- Forward new policy on unionization to Michael Healy and legal council
- Research potential venues for Board retreat
- RFP for GM Compensation will go out to Roman
- Julie and Toby will meet with Sarah to finalize the Board budget, all Board Members to be on standby ready to reply to email

The meeting was adjourned at 9:21pm by Julie Richards. Executive session followed. Meeting minutes recorded by Amanda Harmon.