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# Deep Roots Market – Board of Directors

## Meeting Minutes for August 28, 2017

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### **Call to Order**

A meeting of the Board of Directors of Deep Roots Market Co-operative was held on Monday, August 28, 2017 in the store's Community Room. The meeting commenced at 6:00pm.

An opening blessing and moment of silence was initiated by Yvonne Lee-Hawkins and observed by those in attendance.

### **Attendance**

Board Members Present: Joel Landau (President), Hope McLean (Vice President), Eliza Hudson (Secretary), Tracy Lamothe (Treasurer), Stefan Hauke, Yvonne Lee-Hawkins (via telephone)

Board Members Absent: Annah Awartani, Matt Potter

Others in Attendance: Nicole Villano (General Manager), Matt Davis (note taker)

### **Approval of Minutes**

A motion to approve the minutes, as drafted, from the July 31, 2017 meeting was made by Stefan Hauke and seconded by Hope McLean. The motion passed unanimously.

### **Open Session**

#### **Agenda Item 3: Review Action Items from Last Meeting – Joel Landau**

- All Action Items from the July meeting have been completed.

#### **Agenda Item 4: Report from GM on Store Operations/Sales – Nicole Villano**

- Nicole presented her report to the board. Highlights/points of discussion:
  - Sales were up last week with food service, wine, and wellness all topping last year's numbers.
  - Store reset is in progress; positive comments have already been received regarding the new layout.
  - BB&T denied our request for period of interest-only payments on loan notes.
  - Food Service will be introducing a new sandwich menu and is working on completing the holiday order guide and a catering menu.
  - The espresso machine will be reintroduced in food service.
  - Kids Poetry Basketball will be helping to make and sell food donation bags next weekend.
  - Nicole and Matt will be meeting with ECRS (Catapult) regarding upgrading our current POS system. A proposal will be brought to the board for discussion and approval before any decisions are made.
  - Deep Roots is now an official LimeBike hub!
  - General discussion regarding theft of merchandise and actions being taken to deter shoplifting.

#### **Agenda Item 5: Discuss/Decide Whether to Fill Empty Board Seat – Joel Landau**

- The Bylaws allow the board to make an appointment to fill the seat vacated by Betsy Blake.
- The term of the vacated seat expires in 2019.
- It was proposed that a committee be set up to interview potential candidates and make a recommendation to the board.
- Kathleen Donahue, Chris Kwong, and Paula Wells were all suggested as potential candidates. Joel will contact these individuals to see if they would be interested in serving.

- As no consensus was reached regarding the exact timing and details of the appointment, further discussion will be put off until the next board meeting.

#### **Agenda Item 6: Overview of Planning for Grand Reopening Event – Nicole Villano**

- A ribbon-cutting ceremony will take place on Friday, September 22<sup>nd</sup> at 4:00pm.
- Deep Roots' grand reopening event will take place on Saturday, September 23<sup>rd</sup> from 3:00pm until 7:00pm. Festivities will continue through the evening and night at the surrounding businesses.
- Nicole will send the finalized event flyer to board members once it is completed.
- Nicole will attempt to set a meeting with Crafted, Preyer, and Joymongers regarding the event. She will also orchestrate getting the event added to community calendars and research the possibility of a radio ad.

#### **Off-Agenda Item: Parking Lot Repair – Joel Landau**

- On Saturday, September 30<sup>th</sup> the parking lot will be completely closed off from 7:00am until 7:00am the following day while crews repair the entryway.
- A plan will need to be formulated regarding where customers and employees will park on that day.
- Joel suggests asking for volunteers to assist customers with carrying their groceries to the alternate parking area(s).
- Stefan will attempt to recruit volunteers for both the grand reopening event and parking lot closure. Joel will also place an announcement in the newsletter.

#### **Agenda Item 7: Committee Report on Product Policy Details – Joel Landau**

- A general product policy statement was circulated and agreed upon via email.
- The product policy committee met to discuss the details of a more specific product policy. This discussion is ongoing and the committee will set up another meeting to continue working on the policy.
- The board wishes to clarify the general statement and revisit at the next meeting.

#### **Agenda Item 8: Report on Q2 Financial Statements – Tracy Lamothe**

- The 2<sup>nd</sup> quarter financial statements are completed however, the inventory numbers entered are not correct.
- Joel and Tracy will set a meeting to review the inventory numbers and the financial statements will be revisited at the next meeting.

#### **Agenda Item 9: Review and Confirm This Meeting's Action Items – Joel Landau**

- Action items from this meeting were reviewed and agreed upon by the board.

#### ***Adjournment***

This meeting of the Deep Roots Market Board of Directors adjourned at 8:50pm.