

## Call to Order

---

A meeting of the Board of Directors of Deep Roots Market Cooperative was held on Monday, July 30, 2018 in the store's Community Room. The meeting commenced at 6:00pm.

An opening blessing and moment of silence was initiated by Tracy Lamothe and observed by those in attendance.

## Attendance

---

Board Members Present: Joel Landau, Hope McLean, Tracy Lamothe, Eliza Hudson, Annah Awartani, Stefan Hauke, Matt Potter

Board Members Absent: Yvonne Lee-Hawkins, Chris Kwong

Others in Attendance: Nicole Villano (General Manager), Matt Davis (note taker), Tia Cromartie (co-op owner)

## Approval of Minutes

---

A motion to approve the minutes, as drafted, from the May 21, 2018 meeting was made by Eliza Hudson and seconded by Stefan Hauke. The motion passed unanimously.

A motion to approve the minutes, as drafted, from the June 25, 2018 meeting was made by Tracy Lamothe and seconded by Eliza Hudson. The motion passed unanimously.

## Open Session

---

### **Agenda Item 4: Review Action Items and Motions from Last Meeting.....Joel Landau**

- Action Items from the June meeting were reviewed and all items are either completed or in progress.
- Table of Motions was reviewed and approved.

### **Agenda Item 5: Report from GM on Store Operations/Sales.....Nicole Villano**

- Nicole presented her Monthly GM Report to the Board and Monthly Sales at a Glance.
- Overview: "I took a vacation since the last board meeting and was out for 10 days. Everything went great in my absence. Our POS upgrade is happening this week and we are all very excited. Sales have stayed consistently above \$80K over the past month. The lowest week being that of the 4th of July holiday. The week after was at \$87 being the highest week in the past month. We completed 2nd quarter inventory and it was our best one to date for execution and inventory decrease. Nash has decided to no longer ship to us. Our purchases are too low for them to consider. When offered to increase purchases, we were told that we could not get our purchases up that high to keep the relationship. They were only going to give us 2 weeks. I put in a request to get 30 days."
- Questions/Points of Discussion:
  - Personnel Policy Manual has now been updated. Nicole will email finalized version to Joel to be forwarded to board members.
  - Potential new vendors to replace SpartanNash?
  - Discussion regarding progress of LiMe Program.
  - Discussion regarding potential research program with UNCG.

### **Agenda Item 6: Find a New Day of the Week for BOD Meetings.....Joel Landau**

- A board member requested the Board consider changing the day of the week on which BOD meetings are held due to an ongoing conflict with the board member's work schedule.
- The Board was not able to agree upon a different day and thus BOD meetings will continue as scheduled on Mondays.

**Agenda Item 7: Schedule a BOD Potluck/Brainstorming Session.....Matt Potter**

- The Board agreed on a date of October 21, 3:00pm – 7:00pm at Matt Potter’s house.
- Matt will send an email invite to Joel to be forwarded to board members and store management.

**Agenda Item 8: Policy Governance Committee Update.....Joel Landau**

- The committee met and continued their work.
- The committee will meet again and provide updates at next month’s board meeting.

**Agenda Item 9: Community Room Naming Rights Committee Update & Final Vote.....Tracy Lamothe**

- Tracy contacted Matt and Yvonne to inform them of what was discussed at the last board meeting.
- The committee decided to go with long-term naming rights but they still need to come to a consensus on reasonable pricing.
- The Board gave their input and feedback regarding pricing – Tracy will take this information back to the committee and they will bring a final proposal to next month’s BOD meeting.

**Agenda Item 10: Overview of Store Dress Code.....Joel Landau**

- This item was skipped due to time limitations and will be addressed at next month’s meeting.

**Agenda Item 11: Review of 2<sup>nd</sup> Quarter Financial Reports.....Tracy Lamothe**

- Tracy presented the Balance Sheet and Profit & Loss reports for the 2<sup>nd</sup> quarter of 2018.
- The Balance Sheet is clean and all information is complete and in the correct locations.
- The P&L shows the store as being cash positive for operations.
- Bank service charges were high – discussion on possibility of transitioning banking to a credit union is ongoing.
- Board members entered time of questions and general discussion regarding the financial reports.

**Agenda Item 12: Review Action Items & Motions from Today’s Meeting.....Joel Landau**

- Action Items from this meeting were reviewed and approved.

*The Board entered executive session at 7:15pm*

**Executive Session**

---

**Agenda Item 13: GM Performance Evaluation.....Joel Landau**

**Agenda Item 14: Address any Fiduciary, Personnel, or Other Non-Public Board Issues.....Joel Landau**

**Adjournment**

---

This meeting of the Deep Roots Market Board of Directors adjourned at 9:00pm.