

## Call to Order

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A meeting of the Board of Directors of Deep Roots Market Cooperative was held on Monday, August 27, 2018 in the store's Community Room. The meeting commenced at 6:00pm.

An opening blessing and moment of silence was initiated by Joel Landau and observed by those in attendance.

## Attendance

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Board Members Present: Joel Landau, Hope McLean, Tracy Lamothe, Eliza Hudson, Annah Awartani, Stefan Hauke, Yvonne Lee-Hawkins (via telephone)

Board Members Absent: Chris Kwong, Matt Potter

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

## Approval of Minutes

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A motion to approve the minutes, as drafted, from the July 30, 2018 meeting was made by Eliza Hudson and seconded by Hope McLean. The motion passed unanimously.

## Open Session

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### **Agenda Item 3: Review Action Items and Motions from Last Meeting.....Joel Landau**

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

### **Agenda Item 4: 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: "The summer sales slump has taken its toll on us and we are ready for fall to kick in and sales to pick up. Running the co-op on a skeleton crew wears everyone out. Any call out or vacation effects operations. Our focus over the past month has been more efficient operations, reduction of purchases/backstock, preparing for back to school and digging into financials."
- Questions/Points of Discussion:
  - Potential new vendors to replace SpartanNash
  - Capital expenses
  - Wine Buyer job posting
  - Food Service and catering program
  - Education and Outreach Committee

### **Agenda Item 5: Status of Quarterly Owner Discount Month.....Nicole Villano**

- Nicole requested feedback from the Board regarding the transition away from the current quarterly owner discount setup to the new owner loyalty program.
- The Board agrees that October should be the final month for the quarterly owner discount.
- General discussion and feedback regarding rolling out the new program and communication of changes to owners.

### **Agenda Item 6: Co-op Month (October) Event Brainstorming Session.....Nicole Villano**

- The Board agrees with Nicole that tastings and features throughout the month will be sufficient as there is little time/funds available to plan and host an event.

**Agenda Item 7: Policy Governance Committee Update.....Joel Landau**

- The committee did not meet during the past month.
- Eliza Hudson will organize a meeting of the committee.

**Agenda Item 8: Community Room Naming Rights Committee Update & Final Vote.....Tracy Lamothe**

- The committee did not meet during the past month.

**Agenda Item 9: Discussion on Store Dress Code.....Joel Landau**

- The Board reviewed the Personnel Policy Manual Section 3G – Standards of Conduct; Dress Code, and entered general discussion regarding the policy and staff member’s adherence to the policy.
- The Board would like to see aprons and/or t-shirts provided to staff members, a practice which had been temporarily suspended due to lack of funds.

**Agenda Item 10: Review and Update GM Evaluation Process.....Joel Landau**

- Board members provided their feedback, and asked Nicole for her feedback regarding the GM evaluation process.
- General discussion – change wording/scale, change wording from “does not meet” to “needs improvement”, change the evaluation given to each group, etc.
- Hope McLean will make the recommended changes to the evaluation form and will then organize a meeting of the GM Pay Review Criteria Committee for review.

**Agenda Item 11: Review Board Meeting Attendance.....Joel Landau**

- The Board reviewed the By-laws Section 4.10 – Termination, which does not define excused vs. unexcused absences.
- This item will be revisited at next month’s meeting.

**Agenda Item 12: NCG Participation Report.....Joel Landau**

- Joel presented the annual NCG Participation Report for 2017 and addressed any questions.

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

- Action Items from this meeting were reviewed and approved.

***Adjournment***

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This meeting of the Deep Roots Market Board of Directors adjourned at 8:14pm.