

## **Onion River Co-op/City Market**

Board of Directors Meeting

In Person, South End Community Room

September 18, 2023

### **Board Attendance:**

Kristina Sweet (she/her), Board Member, President

Sam Werbel (he/him), Board Member, Vice President

Meaghan Diffenderfer (she/her), Board Member, Secretary

Allison Fiore (she/her), Board Member

Myle Truong (she/her), Board Member

Mitch Manacek (he/him), Board Member

### **Absent:**

Jody Landon (she/her), Board Member, Treasurer

Rubin Jennings (he/him), Board Member

### **Also in attendance:**

Michael Healy (he/him), Member, Board Meeting Facilitator

Emily O'Hara (she/they/we), Member, Board Meeting Minutes-Taker

John Tashiro (he/him), General Manager

Lauren Jones (she/her), Membership Manager

Madelyn Cataford (she/her), Director of Finance and IT

Trish Redalieu (she/her), Director of People and Culture

Carrie Putscher (she/her), Assistant Outreach & Education Manager

### **Preliminaries**

A quorum was established, and the meeting started at 6:04 PM.

#### Review Agenda

Agenda was reviewed and approved as written with 6 supporting votes, 0 abstentions, and 0 dissenting votes.

#### Review Minutes

The Board reviewed the meeting minutes from August 28, 2023 meeting, and the meeting minutes were accepted (with no changes/updates) with 6 supporting votes, 0 abstentions, and 0 dissenting votes.

#### Review Action Items

The Board reviewed the Action Item list and 2 items were removed (all tasks completed).

### **Open Member Time**

No comments made.

## **Co-op Seedling Grant Recommendations**

Carrie Putscher, City Market Outreach and Education Manager presented the grant committee's (9) recommendations. Board Members asked questions, Carrie shared insight into the selection process, and the Board voted unanimously to approve the committee's recommendations.

## **GM Reporting**

### Monthly GM Update

John presented the GM Update to the Board, highlighting updates regarding:

- Downtown store received bottle redemption exemption from the state last week
- Wellness activities (presented by Trish Redalieu, Director of People and Culture)
- Self-checkout roll-out plans at the South End
- Downtown Deli fully reopened after renovating the deli and the cheese counter
- Sales; staffing; construction impact

The Board shared personal observations and asked clarifying questions.

### B1: Staff Treatment, Comp & Benefits

John presented the B1: Staff Treatment, Comp & Benefits to the Board, highlighting:

- Safety challenges persist especially Downtown; highest priority
  - Increase in theft & safety-related issues including restroom use
  - Increase in Safety & Security staff
- Good trending as it relates to staffing levels & general safety overall
- Workers comp is steadily decreasing

The Board shared personal observations and asked clarifying questions.

The Board found the definitions and interpretations reasonable, there was enough data to determine compliance, and the data demonstrated compliance with the policy. The Board approved the report as demonstrating compliance with the policy, with 6 supporting votes, 0 abstentions, and 0 dissenting votes.

### B11: Subsidiary Business

John presented the B11: Subsidiary Business to the Board.

The Board shared personal observations and asked clarifying questions.

The Board found the definitions and interpretations reasonable, there was enough data to determine compliance, and the data demonstrated compliance with the policy. The Board approved the report as demonstrating compliance with the policy, with 6 supporting votes, 0 abstentions, and 0 dissenting votes.

## **Board Perpetuation Committee Update**

Meaghan presented a brief update regarding the Board Perpetuation Committee, highlighting:

- Revisiting the tabling timing for when its busiest

- Encouraging applicants who didn't believe they were qualified
- Training feedback/survey
- Coffee hour idea
- Kristina remarked on potential for more operationalized candidate process
- Discussion about possibly resurrecting the "Meet the Board" feature (in the newsletter)

### **Board Candidate Applications**

Three candidates, two of whom will be present in-person at the meeting (the third will have a video). (First year without an incumbent.) Board Members asked questions about the process.

### **Annual Member Meeting Agenda & Roles**

John presented the final Member Meeting Agenda to the Board, highlighting script preparation with Kristina and Board Members' roles. (Roughly 300+ RSVPs as of September 18, 2023.)

### **Board Education and Training**

#### Columinate Webinars

- Discussion of sending out invitation to prospective candidates (pre-election) to attend

#### Co-op Cafe

- Board Members looking forward to upcoming café

*~Half-time stretch~*

### **Board-Management Retreat Agenda**

Kristina will send a final version of the fall retreat agenda tomorrow, September 19, 2023, which is scheduled for Sunday, October 1<sup>st</sup>, 9:00am-2:30pm, at the South End Community Room.

- A reminder that it's potluck-optional/please email John & Lauren ahead of time for any prep-related needs

### **Open Board Time**

- Mitch asked if we have a shared calendar or something aside from the "Parking Lot" or "Work Plan" tools) that can house ideas or tasks
- Kristina spoke about an inbound expansion inquiry
- Allison's in-person hearing accommodation
- Sam had his grand opening catered by City Market
- John shared about the branded "50th" van in the community

### **Future Planning**

#### Open Member Time Follow-up

No comments to follow-up.

#### Review Calendar

- September 23, 2023 | Member Meeting & 50th Celebration
- October 1, 2023 | Fall Retreat
- October 23, 2023 | October Board Meeting

- November Break (No November Meeting)
- October
  - Mitch & Allison to help with Monitoring Reporting
- December meeting
  - Meaghan to do Board Perpetuation monitoring report
  - Sam to do Delegation to the GM monitoring report
    - Potentially postponed until January 2024 meeting
  - Myle to do Relationship to Members monitoring report

## Wrap Up

### Action Items

Emily presented 3 action items to the Board.

### Meeting Evaluation

Great! Awesome food!

## Executive Session with GM

The Board moved into Executive Session with John and Michael Healy at 7:54 PM. The Executive Session covered the NCG quarterly Board Bulletin. Michael left at 8:14, and the Board and John reviewed the recently completed GM Evaluation. The Executive Board Session with the John concluded at 8:38 PM

## Adjourn

The meeting adjourned at 8:38 PM

## Action Items

### September 2023

**Lauren** to help Meaghan distribute the Candidate survey, including an invite to a Cooperative Board Leadership Development (CBLD) Columinate webinar.

**Kristina** to add “Meet the Board items” (Coffee Hour and *Onion Skins* newsletter feature to the October agenda (to determine a post-holiday date and a clear purpose) and to send out the fall retreat agenda tomorrow, September 19, 2023.

**Sam** to add shared calendar idea to the Parking Lot.