

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

Board of Directors Meeting

Remote Teams Meeting\*

August 24, 2020

### **Board Attendance:**

Eric Boehm, Board Member, Vice President

Joanna Grossman, Board Member

Caroline Keller, Board Member

Jody Landon, Board Members

Faye Mack, Board Member, President

Jim Rudolph, Treasurer

Leah Soderquist, Board Member

Kristina Sweet, Board Member

### **Absent:**

Allison Searson, Secretary

### **Also in attendance:**

Michael Healy, Board Facilitator

John Tashiro, General Manager

Madelyn Cataford, Director of Finance & IT

Mae Quilty, Assistant Director of Community Engagement

Caroline Aubry, Membership Manager

Eric Pierce, Head of Operations,

Katelyn Olsen, Assistant Director of People and Culture

Serrill Flash, Member

Sandi Dincki, Member

Meaghan Diffenderfer, Member, Finance Department Employee

Kiersten Hallquist, Member & Board Minutes-Taker

A quorum was established, and the meeting started at 6:06 pm.

### **Preliminaries**

#### Review Agenda

The agenda was accepted as written.

#### Review Minutes

The July 27<sup>th</sup>, 2020 minutes were accepted as written with one change: On page 2, where finalizing the Board work plan was discussed, the Board changed “listing and sharing” to “listening and sharing” to reflect Jim’s suggestion accurately.

#### Review Action Items

The Board reviewed the Action Items list, and three items were removed.

## **Open Member Time**

Serrill shared his appreciation for his Don Schramm nomination, especially with his knowledge of the incredible number of well-deserving people in our community; he truly feels honored, loved, and appreciated.

Meaghan D. introduced herself as a member, a City Market employee, and a prospective Board member.

Sandi D. introduced their self and shared potential interest in serving on the Board.

## **GM Reporting**

### Monthly GM Update

John presented the GM Monthly Update report to the Board.

During John's presentation of the report included highlighting the report for the first month of the new financial year.

The Board shared personal observations and asked clarifying questions. Additional information provided included but were not limited to how the business planning team worked to establish budgets in such uncertain times (i.e., used June 2020 numbers to help inform the July 2020 numbers), the Royal Group is a vendor that supports the security cameras for the downtown and South End Stores, and an update on community engagement since programming has resumed – classes are mostly well-attended/selling out.

### B1: Staff Treatment, Compensation, & Benefits

John shared appreciation for Mae and Katelyn's contribution to the B1 report.

The Board shared personal observations and asked clarifying questions.

A Board member shared that City Market appears to be doing more than other stores – going above and beyond in taking care of their employees and customers. Eric P. shared a brief overview of the City Market investment made into employee and store safety procedures thus far, including providing free masks at the entrances of both stores.

The Board also discussed the uptick in theft from the store during December 2019. John shared that this was likely tied to a combination of factors, including holiday traffic and stress, as well as a rise in local opioid addiction. With the arrival of the pandemic and assistance to address some challenging customer behaviors within the stores, City Market contracted the temporary services of Chocolate Thunder security services.

The Board asked that John include a note on the staff appreciation bonuses in the report, in the future. John shared that there have been appreciation bonuses since March, and John will be sure to note these in future reports.

John also clarified that all City Market employees receive wages above the established livable wage to further clarify the table outlining this data.

The Board reached consensus that the interpretation and the data were sufficient and demonstrated compliance with the policy, and the Board accepted the report as written.

#### B4: Financial Condition

John presented the B4 report to the Board. John shared appreciation for all of Madelyn's contribution to the report, especially with the on-going work with auditors to close of the FY20 Fiscal Year.

The Board reached consensus that the interpretation and the data were sufficient and demonstrated compliance with the policy, except where noted. The Board accepted the report as written, with the noted noncompliance.

#### **Review Draft Member Meeting Agenda**

John and Mae presented a Member Meeting Agenda draft to the Board. They focused their work on accessibility and modelling the agenda and flow of past meetings as much as possible.

The Board shared their appreciation for the work that has already been put into the member meeting agenda, highlighting appreciation for the live polling and goodie bags.

Madelyn invited members of the Board to test some of the new IT platforms (i.e. *Mentimeter*) and IT support they hope to use prior to and during the event (i.e. dedicated email address and/or a phone line during the event). Jim shared willingness to help test the IT tools and support. Kristina also suggested a "join early" option to create casual social space and room to troubleshoot any technology issues/challenges.

Faye led the Board in signing up for roles during the Member Meeting. Kristina signed up to lead the board introductions and Jody signed up to lead the "meet the candidates" section of the meeting (someone not up for election this year). The Board will revisit the Don Schramm Award presentation after the Board decides on the recipient.

#### **Don Schramm Award**

Faye presented the Don Schramm Award to the Board.

The Board discussed the idea of sharing the nominations with the nominees and notifying the recipient in advance of the meeting. Jim shared a personal experience with a Seventh-Generation award nomination and selection process. The process focuses on honoring all nominees (culture of recognition).

The Board will review the Don Schramm Award nominations and make the final selection during Executive Session.

The Board decided they would like to acknowledge all of the nominees this year, thereby providing more recognition to the nominees than in previous years and have one individual selected for the award.

The Board decided to table a discussion about expanding the award to honor multiple winners until the Executive Session to understand whether it would be applicable this year.

### **Open Board Time**

Joanna shared with the Board that she will be very involved in the upcoming election season so may miss a Board meeting between now and November.

### **Future Planning**

#### Open Member Response

No member comment required follow-up.

The Board thanked the two potential candidates for attending the meeting, and Serrill's attendance at the meeting. Faye also shared the Board's continued work to build community in the remote meeting space, and invited attendees to reach out with any questions.

#### Review Board Calendar

Faye signed up to review and present the Board Member Code of Conduct Policy Agreements.

Eric B. signed up to review and present the Board Election Officers and Roles.

### **Wrap Up**

Jim shared appreciation for general openness to trying new things and a shared understanding of positive intent.

Faye shared her appreciation for the thorough reporting from the leadership teams.

Caroline shared appreciation for everyone showing up and the higher-level staff presence at the meeting. Jim reiterated appreciation for the staff engagement.

John acknowledged the incredible effort of the Board and staff during these unique and challenging times.

### **Executive Session**

The Board moved into Executive Session at 7:54 PM to review the quarterly financial statements, review the proposed GM Contract and compensation package, and to decide on the Don Schramm award winner. . The Board came out of the Executive Session at 8:45PM.

#### **GM Contract and Salary Agreement**

The Board approved the proposed GM Contract and compensation package, valid 7/1/2020 - 6/30/2022.

## **Adjourn**

The Board adjourned at 8:50 PM.

## **Action Items**

### August 2020

**Mae** will review the suggestion to reach out to the Don Schramm Award recipient prior to the Member Meeting (it is usually a surprise), considering the remote model planned for this year's meeting.

**John** will incorporate employee appreciation bonuses into future reports.

### July 2020

**Allison S.** will update D6 to remove the use of "occasional" from the section regarding Executive Sessions, thereby better capturing the Board's practice.