

Adopted Minutes
East End Food Co-op Board Meeting
Hybrid Meeting held in EEFC Conference Room and via Cisco WebEx
January 22nd, 2024

In attendance:

Board Members: Mark Bowers, Lucia Covato, Nico Demkin, Tyleda Worou, Nick Leise, Tom Pandaleon, Tyleda Worou, Desmond Zheng

Management: Maura Holliday, General Manager; Amber Pertz, Café Manager; Erin Myers, IT Manager; Frank Salati, Produce Manager; Tyler Kulp, Store Operations Manager; Jeff Guerro, Marketing and Member Services Manager; Jen Girty, HR Manager

Member-Owners: Frank Noll, Barbara Glynn, BLI, Marty Seltman, T Myers, Emily, Fritz, Josh

Board Clerk: Jessie Ryan

Absent Board Members: Carlos Gasca Yanez

Introduction

Tom called the meeting to order at 7:02 p.m. and read the Ends Statement aloud.

The East End Food Co-op exists to enhance physical and social health in our community.

To these ends, we will create:

1. A sustainable member-owned business open to everyone
2. An ethical and resilient food infrastructure
3. A vibrant, dynamic community of happy, healthy people
4. A creative vision to transform the future

Check-In

Those in attendance checked in to express their feelings and any needs.

Amend/Approve Agenda

Decision: Tom motioned to approve the agenda as written. There were no objections.

Amend/Approve Minutes

Decision: Tom motioned to approve the December meeting minutes as written. There were no objections.

Member-Owners Open Session

Fritz addressed the Board about the lack of follow-up on several issues.

Marty gave thanks to Maura for all of the work she has done during her time at the Co-op.

January Working Meeting Report

At this month's working meeting, Tom provided the Board with an update on relocation. The Board also discussed the Google Board Drive, B Reports, the Strategic Plan, Maura's resignation, the IMT, and Board Committees.

GM Update

Maura provided the following update to the Directors before the meeting:

This report is in addition to monthly monitoring reports. This update expects to give additional information to the Board of Directors that may not be included in the month's monitoring report. This report aligns with parts of sub-policy B7: Communication to the Board.... 'The General Manager shall not cause or allow the Board to be uninformed or unsupported in its work.'

Adopted Minutes
East End Food Co-op Board Meeting
Hybrid Meeting held in EEFC Conference Room and via Cisco WebEx
January 22nd, 2024

Membership:

Current total Member-Owners: 16,507

Fully Paid Member-Owners: 14,175

New Member-Owners: December - 23 (0 refunds)

Total Member Equity: December- \$1,040,292

Total Member-Owner sales: December - \$671,452 (\$1,032,510 total sales – 64.5%)

Register Round-Up Total:

October-December Recipients: currently raised - \$1,440.64

DeafStone Services – <http://www.deafstone.org/>

Three Rivers Waterkeeper – <https://www.threeriverswaterkeeper.org/>

January-March Recipients: currently raised - \$248.93

Garfield Community Farm – <https://www.garfieldfarm.com/>

1Hood – <https://1hood.org>

Operations Update:

- 5th busiest sales week EVER was the week ending 1/14/2024!!! with mainly COVID-19 panic shopping weeks surpassing it!
- We are placing our order for the new Produce equipment! This total cost is about \$41,000 with about \$7,000 of that in freight charges. There is still a 3-4 month lead time for equipment, so it should be around the end of summer early fall before they are installed.
- In December we switched to a Local brand of Kombucha, Keystone Cultures, which replaced the national brand, GT's. It is slightly more expensive, but is locally made!
- YTD sales week ending 1/14/2024: \$6,886,792, which is 7.2% above PY sales.

Questions/Comments/Clarifications:

- 1/14/24 was the 5th busiest sales week ever – is that a one-off? Were there any factors that went into that?
 - Bad weather and snow were forecasted, which drove a lot of shoppers into the store.

Management Report

Jen Girty, HR Manager, shared that we renewed our Workers' Compensation Insurance in January and switched companies. We will be undergoing an annual Workers' Compensation Audit. We certified the Safety Committee last month, which is also done annually.

B6 – Staff Treatment and Compensation

The Policy Register states, "The General Manager shall not treat staff in any way that is unfair, unsafe, or unclear."

Questions/Comments/Clarifications:

- Maura highlighted the areas of non-compliance throughout the report.
- When comparing the promotion percentage to 2021, was there not a lot of turnover in 2021?
 - There were not as many promotions during the pandemic. We did not have a lot of turnover during that time. There were not a lot of transitions between positions.
- Josh pointed out a discrepancy in the report. There are currently four open grievances. Maura apologized for not updating the grid.

Adopted Minutes
East End Food Co-op Board Meeting
Hybrid Meeting held in EEFC Conference Room and via Cisco WebEx
January 22nd, 2024

Decision: Tom motioned to accept the B6 with acknowledgment of non-compliance. Second by Lucia. There were no objections.

The Board completed the GM Monitoring Matrix, highlighting strengths and opportunities.

Committee Updates:

Resilience

Desmond and Nick are looking into rejuvenating this committee.

Finance

The Finance Committee is active quarterly when they meet with Shawn before the B1 reports are submitted. The B1 was just submitted last month. Tyleda has been appointed Chair of Finance Committee.

Board Perpetuation and Elections (BP&E)

Now that elections are over, this committee will take a little bit of a step back. They had a great Orientation Retreat at Point Breeze Way. There may be some opportunities for Board education in the future.

Member-Owner Participation (MOP)

Carlos has been appointed Chair of the MOP Committee. Marty provided an update from the last meeting, sharing that the working groups talked about where they were and what tasks they had for the upcoming year. Next month, they will be looking at the Governance Survey to refresh their minds and streamline it if necessary. They are hoping to get that survey out in February. The survey looks at Co-op member-owner engagement. We want to see if members feel informed, feel like their voices are heard, what changes they would like to see, etc. The current survey is on the Board Drive under MOP Committee. They will review the MOP Charter at the next meeting. They also talked about opening the book club/reading group to more members and focusing on Co-op related books. The Annual Meeting was successful, so they are considering having an evening meeting at the East End Cooperative Ministries going forward. The Committee will help with the Capital Campaign when a new location is chosen.

Labor and Team Relations

The Board talked about the future of this committee. They decided to keep it as is for the time being and will discuss it at the next working meeting.

Executive

There was nothing to report at this time.

Tom shared that Ariel has resigned from her position as the Board President and acknowledged her hard work.

Action Items

Directors and managers reviewed progress or lack thereof on action items from previous meetings. Tom tabled the current action items to discuss at the next working meeting.

Appreciations

Those in attendance took a moment to share their thanks.

Adopted Minutes
East End Food Co-op Board Meeting
Hybrid Meeting held in EEFC Conference Room and via Cisco WebEx
January 22nd, 2024

Closing

Next Meeting: Monday, February 19th, 2024

Packet submission due: Monday, February 12th, 2024

The meeting adjourned at 8:00 p.m. without objection.

The Board and General Manager entered Executive Session at 8:00 p.m. to discuss relocation and the HR Audit.