

Ends Statement: Daily Groceries will be a welcoming place to shop and work, intentionally sourcing food, and nourishing a kind, engaged community.

Daily Groceries Co-op - Board Meeting

Monday, April 12th 5:00 pm

Virtual/Conference Call

In attendance: Liz Solomon, Annaka Woodruff, Landon Bubb, Amelia Herb, Jenny Galluci ,
Hether Frayer, Kara Brown, Tyler Wood

I. Approve April 2021 Meeting Agenda
Motion to approve minutes from last month
Amelia
Second Liz

II. Approve Minutes From March 2021 Meetings
Motion to approve minutes
Amelia
Jenny approves

III. Check In - "Around the Room Chat"
Check ins
Landon: still feeling tender

Jenny: Feeling hopeful – everyone I know has at least one dose or a plan for vaccination.
Overwhelmed at work

Amelia: Keeps running into people who have no plan for vaccine. Has one dose and
another in two weeks. Feels refreshed and ready for the week

Kara: had a weekend off – spent time with sister and parents and nibbling for the first
time in over a year. Was a lovely weekend and it "felt like it always did." Lots of moving
activities as they're moving into the office space

Hether: feeling good

Liz: Feeling all kinds of ways. Doing yard work and weed management. Has the second
dose and has recovered from side effects. Will be an emotional roller coaster as we
come out of the pandemic

Annaka: enjoying spring

IV. Member Forum (flexible according to member in attendance)
A. Quick check in with the member present

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V. GM Reports

A. General Manager Updates

1. Outreach coordinator is leaving at the end of the month. Will work to hire a PT marketing assistant. Will invest the extra labor hours into continued training front end staff
2. Direct Mailer campaign went really well in March. Lots of great feedback. Looking for other types of support or campaigns from NCG
3. Planning all-staff meeting for second quarter – probably in May
4. Office space in Old Jail is almost fully functional now. Working on rearranging the deli space. Rearranged the front some already and it's more functional.
5. Capital campaign for POS upgrade and other renovations in the back room.
6. Want to increase offerings of grab and go food – demand is increasing.
7. Completed first full store inventory on March 31. (only partial inventories during pandemic)
8. March numbers: March sales 18% over Feb, transactions 21% over February. Basket size is down but still good. Biggest Daily Change month since the beginning of the pandemic. Cloud sales 12.8% of total store sales.
9. First round of PPP forgiveness is still pending.
10. As of now, we have enough second round PPP to cover a month of salaries, rent and expenses.
11. EIDL loan through SBA – supposed to start paying back in Fall 2021 but has been deferred to 2022 (good news)
12. Education and training: NCG Spring Meeting will be virtual later in April

B. [GM Monitoring](#) - B4 Membership

1. Operationalize equity and investment
2. Member equity policies haven't changed since 2019
3. Financial statements from February (all attachments in board packet)
4. Allocation of profit/dividends: Kara has proposed operational changes:
 - a) Recommendation for amount of patronage dividends and/or refunds (no net profitability in 2020 so nothing to discuss)
 - b) Should still be a patronage report – operational change is that members in good standing will be eligible for 2% discount at all times (excluding alcohol sales)
 - c) Will probably be 3-5 years at least before board should allocate patronage dividends – we're a young business and the pandemic has been tough.
 - d) This discount is a tangible owner member benefit
5. Board feedback:

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- a) Make sure front end staff are able to talk to customers about what the benefits of membership are
- b) Want to do a hybrid member meeting – not sure we’re ready for in-person social events just yet.
- c) We need to offer a discount since it’s such a tangible benefit.
- d) Facilitator: consider this carefully – you’re voting to give away the profit before you know you’re going to make a profit.
- e) Are targeted discounts a better strategy?
- f) What would the \$ amount be if we had had a discount in place in 2020? GM says around \$13K – but we’re more stable now and she feels we can handle it
- g) GM: Targeted benefits are fairly labor intensive, and have had mixed success in the past.
- h) How to continue conversation? Move it to Slack
- i) Agreement - table operational definition change until we’re able to learn more about it
- j) Motion to accept the rest of the report
- k) Seconded
- l) Approved

- C. Patronage Report - included in B4; no profitability in 2020, so no dividends to consider

VI. Board Report

A. Board Stuff

1. Filling board vacancies:

- a) (2) seats - one ending in 2021 (would need to run for election in fall); the other in 2023
- b) Abe and Caroline got the second and third most votes
- c) Caroline would help build the board’s popularity
- d) Abe had been a Daily employee for a while and he’d be a great fit
- e) Does Patrick get points for showing up to every meeting? He’s been very involved
- f) What’s the process for getting new people on the board when we’ve got unfilled seats? We can appoint people for these positions?
- g) If they’re all interested, we should go ahead and ask them asap. President will do so and we’ll vote on them next month

2. Need a board VP

- a) Liz is nominated
- b) Liz has agreed to be VP
- c) Motioned

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- d) Seconded
- e) Approved!

(1) Congrats Liz

3. Capital Campaign updates: as of earlier today the Arts Council had 3 donations totaling \$425 for prints. Link for this is in the April newsletter. Will send another newsletter this week to members. Brochures in the store. 300 tote bags in the store now.

4. Make sure to continue the branding and messaging that Theo has worked so hard on. Would like to be able to retain that consistency. Props to Theo because this branding has been effective.

B. Board Policies

1. C3: Agenda Planning

- a) President reports that we're in compliance with our policies
- b) Approve agenda planning
 - (1) motioned
 - (2) seconded
 - (3) approved
- c) Updating the layout of the agenda a bit (President)

C. Board education

1. *Cooperative Principles Updated by Ann Hoyt*

2. *Columinate Directors' Roundtable: Diversity, Equity, & Inclusion Initiatives*

- a) Takeaways: Set clear and compassionate touchstones when dealing with DEI work. Focus on the "why". Incorporate consistent DEI work into the board via Education or DEI specific subcommittees, policies, or board education.

b) [Notes](#)

3. cooperative principles. Lots of history. Seven principles of cooperatives. We need to be doing this reading each month. Always in the board education folder on the google drive. Important work to be done to educate ourselves. DO we need a board education subcommittee?

4. GM: when the board gets to that subcommittee point the staff would be interested in being involved

5. Facilitator: her board discusses their shared article each month

D. Subcommittee check-ins:

- 1. member engagement subcommittee (move the conversation onto Slack)
- 2. Work with GM to promote to staff and owner members
- 3. Quick updates at board meetings

VII. Next meeting: May 11, 2021

- A. Next reading: *Everyone Welcome? Examining Race and Food Coops* by Patricia Cumbie and Jade Barker

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VIII. Main meeting ended @6:55pm

IX. Executive Session - called with board and Kara (Jenny absent)

A. ended @7:48pm