

**Daily Groceries will be a welcoming place to shop and work. Intentionally sourcing food; nourishing a kind, engaged community.**

Daily Groceries Co-op - Board Meeting  
Mon. January 11th 5:00 pm - Virtual/Conference Call

In Attendance:

Will Hodges, Board President  
Kara Brown, General Manager  
Landon Bubb, Board Vice-President  
Liz Soloman , Board Member  
Amelia Herb, Board Secretary/Treasurer  
Sage Rios, Board Member  
Jenny Gallucci, Board Member  
Theo Horne, Outreach coordinator  
Michael, Member  
Hether, Board facilitator  
Patrick Wermert, Member-Worker

- I. Approve January 2021 Meeting Agenda
  - A. The board unanimously approved the agenda for the meeting.
- II. Approve Minutes From December 2020 Meetings
  - A. The board unanimously approved the minutes from the December 2020 meeting.
- III. Check In - 'Around the Room Chat'
  - A. The board spent a few minutes discussing personal updates with one another.
- IV. GM Report
  - A. General Manager Updates
    - a. Bumper stickers are coming soon, door knockers to follow.
    - b. Kara briefly discusses the lawn sign campaign.
    - c. The Pope Street parklet project is building some momentum, Kara is in touch with a few people from the city.
    - d. Kara is in discussion with the renter about the Old Jail building in Cobbham historic district, to be used as an office/meeting space.
    - e. New employees are hired/ trained.
    - f. Scan coordinator role was filled internally, may leave an open space for a new hire or not, waiting to hear from staff.
    - g. All-staff meeting went well, employee handbooks were distributed. Finance coordinator discussed some financials with staff, Theo led a semi- impromptu discussion about outreach
    - h. Staff survey finalized on Friday 1/8/20. 77% response rate
    - i. Store has been rearranged, seems to be working

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- j. Kara discussed the December performance numbers, while slightly down they are better than the months prior, indicating recovery from the summer.
  - k. PPP forgiveness is still pending
  - l. Small rent increase of around \$100
  - m. Daily settled a class action lawsuit from years ago against UNFI, for a \$3900 payout
- B. [GM Monitoring](#) - Global Executive Restraint
- a. Kara reports compliance with all parts of the policy for 2020. Certifies that all information is true
  - b. Kara provided a breakdown of this policy as detailed by the co-operative principles. Most of the following is how these principles are being met specifically.
  - c. Detailed the results of the member- voted board election in regards to the policies set forth.
  - d. Discussed how these policies were detailed to the members via video on the website.
  - e. Kara suggested a mid-year meeting with members to get a sense of feedback.
  - f. Kara detailed the member loans the co-op is leveraged into.
  - g. Quarterly all-staff meetings were continued throughout the pandemic.
  - h. One employee is becoming serv-safe certified, another already is
  - i. Detailed 'round up at register' program and where those funds are being directed
  - j. Detailed the layout for daily change recipients for 2021
  - k. Detailed a few means in which Daily tries to reduce waste and increase sustainability
  - l. Liz inquired into applying for a second round of PPP loans, status currently unknown
  - m. Landon suggested that for a member meeting, instagram could be a good forum for a Q&A type setting
  - n. The board unanimously approved the report.

IV. Board Report

- A. Code of Conduct Follow Up - Conflicts on Interest
  - a. Will discussed this policy, clarified further.
- B. Board Policy Monitoring Discussion (If needed)
  - a. [Review Policy](#) C: Global Governance
    - i. Will detailed the board governance document
    - ii. Board follows ten policy principles just as the co-op does
    - iii. Landon, Jenny, and Liz were put in charge of a committee overseeing these policy requirements
  - b. D: Global Management

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- i. Will detailed the means in which the board interacts with the GM

C. Policy Monitoring Plan for 2021

- a. Briefly discussed policy monitoring for the board in the upcoming year

D. Landon - Technology 101

- a. Landon detailed how Slack is used in communication for the board, the channels available for discussion, etc.
- b. Board members got clarity from Landon on different functions of Slack.

V. Member Forum

Sage spoke on behalf of an owner-member who is interested in solar paneling for the store. There was some discussion about moving the member forum to a specific time to ensure there is participation.

VI. Misc

Next Meeting: Feb 8th 2021

VII. Executive Session (If needed)

*Not Called*

Meeting was adjourned at 6:17. by Will Hodges.

Minutes submitted by: Patrick Wermert