

In Athens there will be a thriving, local, cooperative economy; a fun, inspiring place to shop and learn; a hub for community and civic engagement; and a source of excellent food.

Daily Groceries Co-op - Board Meeting
Tuesday, September 11th 7:00-8:00 PM
Collective Harvest - 940 W. Broad St. Athens, GA

Present: (Board) Will Hodges, Alex Rilko, Diona Fredo, Tom Reynolds, Jane Russell; (GM) Kara Brown; (Staff) Kelsey Young, Matthew Epperson; (Owner-Members) Landon Bubb, Tina Patterson

Welcome - Approve September Agenda

Board approved agenda for September board meeting

Alex motions, Diona seconds, all in favor, motion passes unanimously

Approve Minutes From Past Meetings

Minute approval - All the way back to May

Tom motions to approve minutes as submitted but can revisit if needed. Jane seconds.

All in favor, motion passes unanimously

Member Forum - Ends Statement Visioning

Will reminded everyone about the November 11th Board retreat with Thane Joyal to review Ends statement. Will read Ends statement and explained it's purpose and function within the board. Encouraged members to provide feedback and ideas for Ends statement review.

Landon asked new GM, Kara, how she's settling in.

Kara responded that they are excited for positive forward change. Staff is great.

She is already at home coming to work. There is lots to do but excited about all we can do. Plans to continue to engage staff and grow our presence in the Athens community.

Matthew mentioned it is great getting to know Kara. He is excited to have a GM and to build a strong foundation. He is excited about Ends conversation. Suggested leaning in to some discomfort is okay in creating Ends statement. He would like explicit diversity, equity, and inclusion issues to be include in Ends statement.

Board Seat Appointment Approval

Nominating committee has nominated 1 person for a vacant board seat.

3 seats up for election - Will, Tom, and Jane's seats.

1 additional seat will be appointed. Both appointed seats are 1 year terms.

Tina Patterson appointed by nominating committee for first vacant seat.

Jane motions, tom seconds, all in favor.

Board Ballot Certification/Election Update

Landon Bubb has applied.

A few other candidates are still deciding to run.

Ballot certification will be pushed til next week 9/18. Application process will remain open.

Will be communicated by social media etc.

Will and tom running again. Jane not running again.

Will will finish this process through email.

GM Report

What we are working on

Outreach - member volunteer program

Hiring process - all positions filled

2 new hires and 1 rehire and 4 internal promotions.

Hiring process has been developed by Matthew since July - see hiring practice guide.

Kara created letter of intent for internal applicants & timeline for process.

HR and GM agree that all internal applications will be granted interviews.

Kara will meet with HR rep from AADM.

Adding inclusivity signage to front window.

Evaluation schedule established and eval form. Also working on yearly manager evaluations by staff.

Employee guide

Budget is being watched. Sales for July/August are short of where wanted but very close.

Still working on margin improvement plan.

Increasing sales - ongoing outreach plans and encouraging managers to be creative in approach.

Benefits for staff.

Employee survey will cover this.

Creating an organizational chart for board/staff.member relationships

Working towards opening at 8am in 2019 - Not currently doable. Decided after survey results.

Good for deliveries and getting a head start on the day.

Decided not to stay open later for staff safety.

Working on triaging power outages.

Discussed flood preparations.

Discussed insurance situation.

Losing current insurance because of power outages, but gaining a new provider.

Generators not an option because of expense.

We did buy a surge protector.

Kara - we did get dropped from current insurer. We didn't get a generator but we did get a surge protector to help with power outages. We are in the process of finding new insurance. It will have higher premiums due to past claims. Limited because we lack generator, walk-in, and ice maker.

Generator - expensive

Possibility for walk-in freezer in back room but very expensive

Ice machine also a possibility for preserving life of items.

Diona - didn't we have a back up? For emergency generator.

No because of monthly cost.

Alex - do we have any insurance?

Kara - Yes, through October 17th with Donegal

We will

Matthew is looking at Kapatoes.

Alex suggest Chastain Insurance company.

Will also has some names to send to Matthew.

Alex: where would you put a cooler?

Kara - cool bot system. Explained how this might work in our space.

Would also significantly increase back stock space for all.

Alex suggests dry ice and coolers as option instead of ice machine

Kara: ice would also help produce shelf life.

Tom says we can easily find access to small coolers. Tom owns a warehouse for cooler storage.

Emphasised refining customer service for internal and external customers

Will: Kara updates from James?

Kara: we are in week 2 of GM support from CDS contract.

Weekly phone call for checking in and email support.

Very helpful.

We have this support for 12 weeks total.

Will asked Kara for updated informal numbers next month since we won't have formal meeting.

Alex: since expansion is off the table - should we begin to pay back member loans?

Will review list and start that process

Board reporting:

Officer roles: Read it.

Roles will be discussed at next board retreat.

We do not have treasurer because the board does not have control of any finances.

GM reports on financial health of co-op.

Partial compliance due to board minutes being out of date.

Committee principles

Read it

Partial compliance - haven't found any formal committee charters in our documents.

This will be priority in 2019.

Governance investment

Read it

No board budget

Report compliance through outside monitoring

Not a lot of training this year.

Annual meeting update:

Kara: Lyndon house is booked 18th but free on 25th. Large fee and need alcohol caterers. Also looked at Cine. Large fee but alcohol catering included. Normal Bar is still an option.

Diona: Lyndon could be free like previous years.

Kara will look in to it.

If normal, effort will be made for better sound and comfort for members.

Kara will look in to the cotton press.

Alex also suggests Niche co-work space.

Tom thinks Normal Bar. Jane also.

We will make the space work for us. This works better for us financially.

Landon suggests Buvez.

Buvez is now plan A, normal plan B.

Thane suggests having a member be Emcee or speak.

Community and being welcoming is theme.

Results will not be announced at annual meeting.

Tom suggests inviting other local vendors and farmers to speak or just be honored guests.

Next meeting oct 18th - annual meeting.

Executive session begins at 8:07