

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. September 9th at 5:00 PM -

Collective Harvest 940 W. Broad St Athens, Ga

Attendees - Landon Bubb, Will Hodges, Tina Patterson, Tom Reynolds, Diona Fredo, Ridwan Bhuiyan arrives at end of general update section. Staff- Kara Brown (GM), Theo Horne. Owner Member -Tchicki (SP?)

I. Approve September Agenda

- A. Will Hodges calls meeting to order over phone call communication
Tom Reynolds motions, Landon Bubb Seconds, agenda approved unanimously

II. Approve Minutes From August 2019 Meeting

- A. Landon Motions, Diona Seconds, minutes approved unanimously

III. GM

Report

A. General Manager Updates -

- 1) Update on Member Drive
- 2) Membership and Equity payments are increasing steadily, more member benefits are being added as Daily team-members learn from
- 3) 19 employees currently on staff, cross-training
- 4) Board application and Packet have been updated
- 5) Bulk container discounts are being added
- 6) Collective Harvest CSA ordering program carries our Deli hummus
- 7) Deli sides are now priced per lb
- 8) Selling produce at WBFM, tabled by owner-member
- 9) Grocery delivery is expanding with Cosmic Delivery, it will a once a week delivery - Diona follows up with question about what items will be available (limited produce, no alcohol, no CBD) and how it will technologically operate

- 10) Envision Athens - Career Academy at Dearing Extension is working to have a food truck; Daily hopes to partner with this project in whatever ways we can
- 11) Alcohol license is up for renewal, background checks and fingerprints will be required
- 12) Financials - sales still down, customer count down, focusing on advertising, Tom follows up with question about the continued dramatic fall of sales. Kara Brown's thoughts - membership demographic is switching, regular grocery shopping is not occurring anymore, lack of parking and heat is difficult to work with, pricing on center store prices are rising because of distributor discounts changing, Diona points to a shift in items we carry
- 13) Kara will be out of town the 17th to the 20th for conference, running for Steering Committee of NCG.

B. GM Monitoring - Policy B6 Staff Treatment & Follow Up on B1 Final - General updates supplied by Kara Brown, General follow up

- 1) The acceptance of Policy B1 is accepted unanimously, Tom Reynolds motions, Tina Patterson seconds.
- 2) Last staff survey was in January, 12 of 18 employees responded; 8 of those 18 employees still currently work at Daily.
 - a) Survey results are discussed. Details follow.
 - b) Pay and fairness concerns continue still being discussed
 - c) Biggest jump was about having clear goals after employee evaluations
 - d) Most concerns were about HR and top-down decision making, GM is finding new opportunities for transparency (e.g., managers meeting is now open to all staff and agenda is posted in the office, financial dashboard is shared with all staff)
 - e) Safety is compliant and shows minor improvements, steps are being taken to ensure safety
- 3) Staff turnover is high, Jo Barnes says this is normal, but GM is focused on lessening turnover rate
- 4) Employee guide revised by Matthew Epperson and Kara Brown in Fall 2018, approved by 3rd party Jo Barnes; Acknowledgement of Understanding is signed by all employees, guide is accessible in store and online.
- 5) No grievances were filed during this reporting quarter
- 6) Discussion on livable wage possibilities occurs.
- 7) Kara Brown points to a 2020 goal of health insurance for all managers and coordinators

- 8) Employee Benefits listed
- 9) September staff meetings focused on going over employee benefits, sales per labor hour information.
- 10) Employee retention - an internal applicant will be interviewed for any position they apply for
- 11) Evaluations, occur after 90 days in new positions, then occurs once a year
- 12) Ridwan Bhuiyan asks if there are any employee resources for retirement - the EAP resource has financial planning sessions
- 13) Will asks for more information about employee survey results concerning dispute handling.
- 14) Landon notes that the new pay-scale one sheet is good in that it creates a more transparent environment in a clear and straightforward way.
- 15) Will motions, Diona seconds, approved unanimously.

IV. Board Report

A. [Board Monitoring](#) -

Policy C7 Committee Principles- Follow Up From August -

Policy C8 - Governance Investment

1. Board monitoring begins with Policy C8
2. Outside support most often sourced through Columinate
3. Partial compliance reported about board budget formation guidelines, charter for committee on board expenses is proposed.
 - a. Committee members appointed: Will Hodges, Landon Bubb, and Ridwan Bhuiyan
 - b. Will indicates that the board treasurer should be a standing member of this committee
4. Approval of Policy C8 - Landon Motions, Diona seconds, unanimously approved
5. Committee Charter approval motioned by Tom, seconded by Landon, unanimously approved
6. Policy C7 generally introduced
7. Charters will be prepared for January in expectation of new board members
8. Landon motions, Tom seconds, unanimously approved

B. Annual Meeting Planning and Elections Update

1. Landon will approach Buvez about hosting the event

2. Meeting date confirmed
3. Kara proposes an activity to garner feedback about what the co-op is for people, how they use it, what items they see missing, and what they would like it to be
4. The impact of the dollar is proposed as a starting point
5. Ridwan Bhuiyan asks for more information on past shopper surveys. Kara indicated the goal of having an addition (incentivized) survey in 2020. Proposed reaching out to UGA business school, Kara outlines the ways we have begun reaching out to UGA in order to gain information on Athens specific problems
6. General discussion on financials and problem-solving occurs

V. Member Forum

1. Owner-member bought bulk and bread, agrees that the co-op is pricey, thinks community focused events are a good idea, she likes the idea of what we do, even if shopping isn't feasible. It is the concept that inspires us all to be here.

VI. Mi sc

- A. Board application to go out tomorrow - posted in store and online
- B. Alcohol License Renewal
- C. Upcoming: Fall Elections: Ballot Certified Prior to 9/24 Voting Begins 9/24, Annual Meeting Oct 24th (takes place of Oct 14 meeting) Board Retreat Sun- NOV 17 Next Board Meeting: October 14, 2019 5:00 PM - Collective Harvest