

**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  
Wednesday, May 9<sup>th</sup>, 7:00-8:00pm  
Collective Harvest – 940 W. Broad St. Athens, GA

Present: (Board) Will Hodges, Jane Russell, Diona Fredo, Alex Rilko, Tom Reynolds, (IGM) James Morrell, (Staff) Kelsey Young, Tina Patterson, Matthew Epperson, (Owner-Member) Andre Gallant, Audey Lee, (Non-Member) Chris – last name not given.

- I. Welcome
  - A. Approve Minutes – February 2018
    - a. Minutes will be approved once new Board Administrator fixes mistakes regarding Board President making a motion.
    - b. Alex motions, Jane seconded, all in favor, motion passes unanimously.
- II. Member Forum
  - A. Andre Gallant expressed excitement for a discussion on changes to our ends statement further reiterating the need to weave in social justice issues. They suggested incorporating an internal, equity focused change team into the organizational structure of the co-op. They also encouraged the Board to be transparent and direct in their communication, and use decoded language when possible.
  - B. Audey Lee seconded Andre's comments. Audey is a former employee. They also called for direct communication with staff and suggested a way to include anonymous staff feedback. They do not feel that Daily is a safe space. They are interested to know about membership participation and sales since November.
    - a. Will responded with plans for robust financial report at the June board meeting.
  - C. James Morrell was asked to speak on his experience at Daily. They noticed an effect but are unsure if cause is measurable. They noted that the last few months have been a time for everyone to bring up issues for the co-op to address. Also, noted that sales growth was normal and then became flat.
  - D. Chris brought up concerns about Daily as an equitable workplace. They seconded Andre's previous comments.
  - E. Matthew Epperson also stood in support of Andre's comments. They are encouraged by the Board's work thus far.
- III. General Manager Update
  - A. GM Update
    - a. Focused on stabilizing operations through feedback, active communication, group work, and one on one conversations. Currently focused on key staff members (management), then all staff.
    - b. Working on drafting an Operations Manual for the store.
    - c. Working on a fiscal review during the month of May. Will report on that at June meeting.
    - d. Working on a labor review to access hours currently being worked and if we can afford to add more. Trying to find out what "fully staffed" means for the store.

- e. Gave an update on staff moral and how meetings and conversations have been going. So far, very well. Staff feels safe providing input to James. Meetings have ranged from informal (What's your life like at Daily? What do you notice? Etc.) to formal (What is your role as manager? Etc.).
  - i. Focused on safe ways for all staff to communicate with each other.
- f. Presented a draft of a plan to address the ongoing concerns and interests as expressed by the membership with regard to equity and inclusion practices. \

#### B. B9 GM Emergency Succession Planning

- a. Discussed how to function without a GM.
  - 1. Board would interpret policies and operational managers would defer to the Board's interpretations.
  - 2. Board may designate one Board Member to be decision maker for the store in order to speed up action and continue to run efficiently.
- b. Alex motions to approve, Tom seconds, all in favor, motion passes unanimously

#### IV. Board Policy & Governance Updates

##### A. C2 Board's Job

- a. Will read description of role of the Board. See Policy Register.
- b. Compliant.

##### B. C3 Agenda Planning

- a. Will read the policy from the Policy Register.
- b. Will reports partial non-compliant because we haven't updated the reporting calendar and last few meetings have been scheduled differently, were informal, or didn't happen (April).
- c. Board will bring new calendar to next meeting.
- d. Will will begin to provide Agendas before meetings.

##### C. C4 Meetings

- a. Will read policy from Policy Register.
- b. Board reports compliance.

- D. Jane motions, Tom seconds, all in favor, motion passes unanimously.

#### V. Old Business

##### A. Member Survey Update

- a. Staff and Board served as testers.
- b. Survey was sent to all members via email, posted on social media, and paper copies are available in store.

##### B. Follow Up From February Board Meeting – Outstanding Questions

- a. Not discussed.

##### C. Staff Survey Results Follow Up

- a. HR compiled a short report that represented all staff voices.
- b. James will send Board the verbatim staff survey results.
- c. Tom requested a blank survey be sent to Board as well.

##### D. Vacant Board Seats

- a. Not discussed.

##### E. (Not on Agenda) – GM Job Announcement

- a. Is live now.
- b. Timeline – job posted last week. Resumes accepted through May 25<sup>th</sup>. Interviews scheduled to start during acceptance period. Board will make decision by end of May. Potential new start date would be June 15<sup>th</sup>.

c. Board has to figure out how to involve staff in this decision.

VI. New Business

A. Future Conversation/Communication

a. Board will look at Ends Statement and how to update it.

1. Board expects to have this done by late summer/August meeting.

b. Board will be held to higher standards and become more involved with the membership.

B. Schedule Next Board Meeting

a. Tuesday, June 12<sup>th</sup>, 7pm, at Collective Harvest.

b. June will be robust financial reporting.

VIII. Executive Session

A. Personnel Discussion – GM Hiring Update

a. Board meets privately.