

Call to Order

A meeting of the Board of Directors of Deep Roots Market Co-operative was held on Monday, April 24, 2018 in the store's Community Room. The meeting commenced at 6:00pm.

An opening blessing and moment of silence was initiated by Yvonne Lee-Hawkins and observed by those in attendance.

Attendance

Board Members Present: Joel Landau, Hope McLean, Eliza Hudson, Annah Awartani, Yvonne Lee-Hawkins, Stefan Hauke, Matt Potter

Board Members Absent: Tracy Lamothe, Chris Kwong

Others in Attendance: Nicole Villano (General Manager), Matt Davis (note taker), Tia Cromartie (co-op owner)

Approval of Minutes

A motion to approve the minutes, as drafted, from the March 26, 2018 meeting was made by Stefan Hauke and seconded by Matt Potter. The motion passed unanimously.

Open Session

Agenda Item 3: Review Action Items and Motions from Last Meeting.....Joel Landau

- Action Items from the March meeting were reviewed and all items are either completed or in progress.
- Table of Motions was reviewed and approved.

Agenda Item 4: Report from GM on Store Operations/Sales.....Nicole Villano

- Nicole presented her Monthly GM Report to the Board and Monthly Sales at a Glance.
- Highlights/Points of Discussion:
 - Sales have remained steady over \$85k per week.
 - Food Service has boosted sales with a sizable increase in catering orders.
 - Earth Day event is planned for Sunday, April 22nd.
 - Ownership drive resulted in 22 new owners in the month of March. April is on track to see more new owners.
 - General discussion on round-up program, discounts, and cashier engagement.

Agenda Item 5: Report on New Owner Benefits Package.....Nicole Villano

- Nicole presented her vision of how she would like the new owner loyalty program to be set up.
- The details of the new program are contingent on the programming of the new POS system. The installation of the POS system is delayed and thus specific details of how the benefits would be implemented are unknown at this time.
- Nicole would like to provide a general statement regarding the new program at the Annual Owners Meeting, then present a clearer plan to owners via the email newsletter once the new POS system is in place.
- The New Owner Loyalty Program Committee (consisting of Matt Potter, Stefan Hauke, Hope McLean, and Eliza Hudson) will meet Tuesday, April 24th at 7:00pm to further discuss the program before any statements are given. Eliza Hudson will then communicate the details of the new program, as discussed at the committee meeting, to the remainder of the board members via email.

- A motion that the Board may approve the new owner loyalty program via email, if need be, following the committee meeting, was made by Yvonne Lee-Hawkins and seconded by Eliza Hudson. The motion passed unanimously with Hope McLean choosing to stand aside.

Agenda Item 6: Logistics for Counting Ballots from the Annual Meeting.....Joel Landau

- Nicole and Joel will meet to prepare the agenda for the Annual Owners Meeting.
- Board members are needed to volunteer to work the welcome table at the meeting. Matt Potter, Yvonne Lee-Hawkins, Eliza Hudson, and Hope McLean volunteered.
- The ballots from the BOD election will be counted on Monday, May 7th from 5:00pm until 6:00pm in the Community Room. Yvonne Lee-Hawkins, Eliza Hudson, Annah Awartani, and Chris Kwong are volunteered to oversee the ballot count.

Agenda Item 7: Schedule a BOD Retreat? (continued from February meeting).....Joel Landau

- The Board decided to table this item until the following month’s meeting, once the new Board is in place.

Agenda Item 8: Policy Governance Committee Update.....Eliza Hudson

- The committee met in April and discussions are still in progress.
- The committee will meet again on May 16th.

Agenda Item 9: Community Room Naming Rights Committee Update.....Matt Potter

- The committee meeting has been rescheduled for April 25th at 6:00pm.

Executive Session

A motion to enter executive session was made by Yvonne Lee-Hawkins and seconded by Eliza Hudson. The motion passed unanimously.

Agenda Item 10: Update on Shared Capital Loan Renewal.....Joel Landau

Agenda Item 11: GM Pay Review Criteria Committee Update.....Hope McLean/Stefan Hauke

Adjournment

Action Items from this meeting were reviewed and approved.

This meeting of the Deep Roots Market Board of Directors adjourned at 9:00pm.