
Deep Roots Market – Board of Directors

Meeting Minutes for July 31, 2017

Call to Order

A meeting of the [Deep Roots Market Board of Directors](#) was held in the [Deep Roots Market Community Room](#) on [Monday, July 31, 2017](#). The meeting commenced at 6:03pm.

An opening 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, Yvonne Lee-Hawkins, Stefan Hauke, Matt Potter

Board Members Absent: Betsy Blake*, Tracy Lamothe, Annah Awartani

Others in Attendance: Nicole Villano (Interim General Manager), Matt Davis (Note Taker), Meghan Labean (Staff Member)

* The following resignation was presented to and accepted by the board:

Dear Directors,
With a heavy heart and after much consideration, I would like to announce my resignation from the Deep Roots Market Board of Directors.
Submitted with Love and Light,
Betsy Blake

Approval of Minutes

A motion to approve the minutes, as presented, from the June 26, 2017 meeting was made by Yvonne Lee-Hawkins and seconded by Stefan Hauke. The motion passed unanimously.

Open Session

Agenda Item 3: Review Action Items from Last Meeting – Joel Landau

- Items from May Meeting:
 - Nicole has attempted to resolve issues accessing the Fisher Park Neighborhood listserv system but has had no response. Joel will contact Ann Stringfield with the Fisher Park Neighborhood Association for assistance.
 - The Survey Committee completed and distributed the customer survey.
 - Credit unions have been contacted and Nicole will review the options found.
- Items from June Meeting:

- Joel completed and submitted his statement for the newsletter regarding the July owner discount.
- Joel contacted the recommended attorney.
- Joel met with two City Council Members regarding assistance from the city. Joel will meet again with Marikay Abuzaiter, City Council Member At-Large, to discuss the co-op's grand reopening event.

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

- Nicole presented her report to the board. Highlights/points of discussion:
 - The Food Service Department is back to having only one manager. The Assistant Food Service Manager position will be reposted at a later date.
 - The refund of the SpartanNash security deposit has been received.
 - All departments are now, once again, recording all shrink.
 - An all-staff meeting was held on July 30th and went well.
 - Staff tab program has been stopped and replaced with a new system.
 - The co-op will appear as the cover story on YES! Weekly this week.

Agenda Item 5: Report on Customer Survey Results – Stefan Hauke

- Stefan presented the results of the recent customer survey.
- The full presentation will be attached to the meeting minutes.
- Stefan will prepare a summary of the results to be distributed in the email newsletter.

Agenda Item 6: Clarify DRM Product Policy – Joel Landau

- The board reviewed the co-op's Articles of Incorporation, By-Laws, and Policy Governance Register and entered an open discussion regarding establishing a food policy.
- The board unanimously agreed upon its desire for the co-op to return to providing only organic and all-natural food items.
- Joel will draft a general food policy statement and circulate it via email to all board members and to Nicole. Members will add their suggestions/edits and the final policy should be approved via email within two weeks' time.
- Once the general food policy statement is approved, the Food Policy Committee (consisting of Eliza, Yvonne, and Nicole) will meet to work on the specifics of a food policy.
- A motion to follow this plan of action was made by Matt Potter, seconded by Yvonne Lee-Hawkins, and passed unanimously.

Agenda Item 7: Report on Q1 and Q2 Financial Statements – Tracy Lamothe

- This item was postponed until the next board meeting.

The board entered executive session at 8:24pm

Executive Session

Agenda Item 8: Review DRM Financial Liabilities – Joel Landau

Off-Agenda Item: Shared Capital Second Amendment to Promissory Note – Joel Landau

- A motion to accept the Second Amendment to the Promissory Note from Shared Capital Cooperative, as presented, was made by Matt Potter, seconded by Eliza Hudson, and passed unanimously.
- A resolution from the board to authorize Nicole Villano to sign the amendment on behalf of Deep Roots Market was made by Matt Potter, seconded by Eliza Hudson, and passed unanimously.

Agenda Item 10: Review and Confirm This Meeting's Action Items – Joel Landau

Agenda Item 9: IGM Status/GM Search – Discussion and Next Steps – Joel Landau

Adjournment

This meeting of the Deep Roots Market Board of Directors adjourned at 9:20pm.