**Daily Groceries Co-op: Board Meeting**

Monday, June 17th at 5:00 PM

Collective Harvest 940 W. Broad St Athens, Georgia

**Attendees-** Board: Landon Bubb, Will Hodges, Tina Patterson, Tom Reynolds, Liz Solomon Staff: Kara Brown (GM), Theo Horne, Owner-member: Ridwan Bhuiyan, Michelle Gillig

1. Approve June Agenda

A. Liz motioned, Landon seconded, all in favor, agenda approved unanimously

1. Approve Minutes From May 2019 Meeting

 A. Landon motioned, Tom seconded, all in favor, agenda approved unanimously

1. GM Report- Kara Brown
2. General Manager Updates

 1. Daily change- to offer regular EBT discount, information brochure to be available about program, 2% of total store sales are EBT sales

 2. Tent sale- success! Good marketing for event- sidewalk chalk, Instagram posts, reminders to local vendors about the sale

 3. Bulk expansion, nut grinder added, continued sales floor reset, possible addition of drink cooler

 4. Staff changes- Matthew (employee of 8 years!) will be leaving soon, 18 employees will be fully staffed

 5. Jo Barnes- professional, 3rd party HR advice and monitoring

 6. Recent conference in Durham, NC- lots learned about cultural competency, accountability, and communication

 7. Crisis Ready Flowchart for internal/external issues

 8. Succession plan- to divide roles between management staff, training on report process

 9. Noted that June 8 store closed due to power outage- everyone was safe, no food lost, phones were spotty, light bulbs issues (cost about $60).

 10. April expenses included A/C unit repair

 11. Annual member meeting- possibly have a required RSVP and find a free venue to reduce expenses

 B. GM Monitoring- **Policy B3 Asset Protection**

 1. Employee guide available in office

 2. Emergency response information noted- first aid kit available and hand washing signs posted

 3. Safe, secure keeping of social media passwords and important staff/store information stored in paper copy and on Drop Box

 4. Daily Co-op in news articles and social media posts monitored

 5. Noted that students occasionally reach out to the Co-op for a story/ school projects- great outreach opportunity

 i. Tom motions, Tina seconds, all in favor, Policy B3 approved with edits

IV. Board Report

1. [Board Monitoring](http://daily.coop/wp-content/uploads/2016/09/10DGC_Policy-Register-Rev10-11-12_-12-7-12-1.pdf)
* **Policy C5- Code of Conduct w/ Report:** Disclosures and accountability required. Recent possible conflicts of interest discussed within the board and followed-up as needed

 1. Landon motions, Tom seconds, all in favor, Policy C5 approved unanimously

1. Revisiting Expansion Plans: Recap of General Time Tour & Member Engagement Discussion
	* + 1. Kara and Will recently visited the facility, pros and cons of the property discussed, noted the importance of member buy in if Daily were to move forward in the future, noted the importance of member input

V. Member Forum

 A. Potential new board member introduction- Ridwan Bhuiyan, board member responsibilities and benefits explained, applicant notes that board application has been submitted, board discussion regarding new member to be completed

VI. Miscellaneous

* 1. Landon Bubb- Board Newsletter Update- Board members need to submit as soon as possible

Meeting adjourned at 6:31pm

**Next board meeting- Monday, July 8, at 5pm, Collective Harvest**