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

Monday, March 11th, 2019 at 5:00 PM

Collective Harvest 940 W. Broad St Athens, Georgia

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

1. Approve March Agenda

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

1. Approve Minutes From February 2019 Meeting

 A. Diona motioned, Landon seconded, all in favor, minutes approved unanimously

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

 1. New website working well, one final URL to be corrected

 2. Daily Change donations program is successful, growth in the donations, participation noted from members and non-members

 3. New gift card promotion in place, reminded that gift cards are refillable

 4. Recent cold, wet weather affecting store sales, recent start of flash sales, free coffee for shoppers

 5. New store layout- positive shopper feedback

 6: HR update: currently 17 employees, 3 positions remain open, recent survey completed by employees- concerns of safety and pay/benefits, recent exit interviews included suggestion for PTO poll, upcoming all staff meeting scheduled for late- March to address concerns, Daily to join EAP (Employee Assistance Program) as benefit for all employees

 7. Effective use of labor vs. sales

 8. Rent increase as of March 2019

 9. Plans to grow deli and focus on areas of growth and possibilities in the store

 10. Recent staff trainings include anti-discrimination training (in Athens), NCG trainings on software/IT/finance, and a recent round table event attended

1. [GM Monitoring](http://daily.coop/wp-content/uploads/2016/09/10DGC_Policy-Register-Rev10-11-12_-12-7-12-1.pdf)- **Policy B1. Financial Condition 2018 Annual Report**

 1. Discussion on location/availability of previous annual reports

 2. Noted that 1/3 of co-ops are in the same financial situation as Daily

 3. Reported that produce sales increased in the 3rd quarter of 2018, increase in supplement, deli, frozen item sales

 4. 2018 costs included GM replacement, 4th quarter tends to be higher with member party costs and liquor license fees

 5. Whole sales and community collaboration with businesses such as Grit are profitable

 6. Changes for the future include more frequent bank deposits and greater cash on hand

7. Noted that compliant with GAAP requirements but not with NCG, applied for NCG exception

8. Report for 2018 is complete

 a. Diona motioned, Landon seconded, all in favor, annual report approved unanimously

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 C2 Board’s Job**

 1. Will Hodges- small committee to be created for formal evaluation of GM. Plan to assess GM’s performance to determine compensation

 a. Landon motioned, Tom seconded, all in favor, policy report and plan approved unanimously

V. Member Forum

A. Member noted concerns about parking

B. Comment on the good social media presence and advertising- emailing, blog posts, Instagram and Facebook posts, and signs around the store to remind members about upcoming meetings

VI. Miscellaneous

1. Landon Bubb - Board Newsletter Discussion- Monthly newsletter/monthly Instagram post to include information about the co-op’s end statement meaning and why the specific wording was selected, mini biography about each board member (with headshot) to be in newsletter and posted on the website- information to be emailed to Landon
2. Form Ad hoc committee to review GM performance- Committee will be created to determine the best matrix to determine GM compensation for April board meeting
3. Welcome and certify new board member- Liz Solomon

VII. Executive Session - Closed session

 A. GM to provide HR updates to board

Meeting adjourned at 5:54pm for executive session

**Next board meeting- Monday, April 8, 2019 at 5pm, Collective Harvest**