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

Monday, July 8th 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

1. Approve July Agenda
	1. Tina motioned, Landon seconded, all in favor, agenda approved
2. Approve Minutes from June 2019 Meeting
	1. Landon motioned, Tina seconded, all in favor, agenda approved
3. Ratification of Vacant Board Seat Appointment - Ridwan Bhuiyan
	1. Tom motioned, all in favor, email exchange attached at the end of this document
4. GM Report
A. General Manager Updates
	* 1. Promotion and Outreach - Planning regular in store demos
		2. Fall member drive noted - Call for ideas and board involvement
		3. Staff changes - Front end position open, pulling from backlog of applications
		4. HR - Jo Barnes has been reviewing policies
			1. We’re doing well with compliance and best practices.
			2. Self-selected board of employees looking through hiring and on-boarding processes
			3. Weekly check-ins between managers and employees are being established
			4. Finalizing Jo as HR support will happen this week
			5. Payroll is officially outsourced to Paylocity
			6. Verdrick Pope has taken over the accounting position
			7. Retail Financial Services being brought in
			8. HR duties split between Verdy, Kara, and Jo
		5. Updated B9 - Louis Arnold is now designated general manager
		6. Operations - sales floor reset complete, aiming for more refrigeration space, lots of positive feedback
		7. Legality of CBD
		8. Financial report
			1. Sales continuing to decline. Transactions decreasing, basket size increasing.
			2. Converting member loans to equity, shifting debt-to-equity numbers
			3. Reaching out to other folks around town to contextualize Daily’s financial situation
			4. Labor is scalable, Daily is prepared for growth
			5. Noted by Kara - Moving away from salaried employees creates a more equitable environment
			6. Noted that underinvestment in operations and employees is common amongst struggling co-ops - Daily is emphasizing these investments
		9. Liz asks for clarification on increasing refrigeration, Kara indicates desire for on-tap kombucha

 B. GM Monitoring - Policy B4 Membership Rights & Responsibilities

* + 1. Updated membership brochure
		2. Physical and digital posts to notify membership of upcoming meetings
		3. Online voting is likely to dramatically increase ballots cast in board elections
		4. Will notes that ballots cast statistics look inaccurate - Kara plans to follow up
		5. Member equity policies represented - no major changes to these policies
		6. 3 requests for equity refund in the past year
		7. Kara recommends that the fiscal year remain in March, submission of B4 report and patronage report moved to April
		8. General discussion about membership and membership benefits followed this report, prompted by Liz
		9. General discussion about marketing, promotion, and expanding programs followed.
		10. Landon motions, Liz seconds, all in favor, approved unanimously

1. Board Report
A. Board Monitoring
 - Policy C6 - Officers:
	* 1. Reports partial compliance: in past treasurers have not reported on financial condition, instead GM has facilitated this.
		2. It is recommended that the board discussed. Noted that having a board member report could be part of a better “checks and balances” oversight system. It is noted that it is unrealistic and not advantageous to have a board member take over this responsibility. Thane will be called in to continue this discussion and clarify next steps.
		3. Follow up to occur in August
		4. Accept partial compliance with expectation of future discussion
		5. Landon motions, Tom seconds, all in favor Policy C6 approved unanimously.

		B. Revisiting Expansion Plans: Membership Engagement - Begin Strategic Plan

 1. Strategic plans and membership will be further discussed in August

 2. Creation of Member Committee is noted

 3. Noted that discussion is paused so that missing board members can be involved

1. Member Forum
	* 1. n/a
2. Misc
	1. Landon Bubb - Board Newsletter Update - 2nd board post will be created and published by Landon (tbd)
	2. Upcoming: Fall Elections, Annual Meeting Planning, Retreat Planning
3. Executive Session - GM to provide HR updates to board
	1. No executive session was held

Meeting adjourned at 6:

**Next Meeting: August 12, 2019 5:00 PM - Collective Harvest**

****