

Call to Order

A regular meeting of the Board of Directors of Deep Roots Market Cooperative was held on Monday, October 28, 2019, in the co-op's Community Room. The meeting was called to order at 6:00 pm.

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, Kathleen Donohue, Linda Sullivan, Haley Mills, Hope McLean, Yvonne Lee-Hawkins, Chris Kwong, Sheldon Herman

Board Members Absent: Stefan Hauke

Others in Attendance: Nicole Villano (General Manager), Matt Davis (note taker)

Approval of Minutes

A motion to approve the minutes, as drafted, from the September 23, 2019 meeting was made by Linda Sullivan and seconded by Yvonne Lee-Hawkins. The motion passed unanimously.

Open Session

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

- Action Items from the September 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

- Due to time constraints resulting from the Capital Campaign, Nicole was only asked to provide a condensed report along with the Monthly Sales at a Glance report for this meeting.
- Questions/points of discussion:
 - Sales/internet outage
 - Repairs: ice machine, kitchen PA speaker, welding prep tables
 - Staff appreciation letter from BOD

Agenda Item 7: Update on Enrollment Status for CBLD 2020..... Nicole Villano

- There has not yet been a decision made on funding because the appropriate committee has yet to meet.
- Nicole went ahead and re-enrolled and will wait to hear news on funding decision. We are able to withdraw enrollment if necessary.

Agenda Item 5: Capital Campaign Committee Report..... Linda Sullivan

- Linda provided an update on the status of the Capital Campaign:
 - \$12,100 in donations
 - \$2,000 new loan
 - \$17,000 in old loans rolled-over to new
 - 16 new loan packets currently out
 - 9 loan roll-over packets currently out
 - 2 loans possibly to be forgiven

- Hope continues to work on caller packets and returned letters.
- All address, phone number, and/or email address changes are being updated in the master spreadsheet by Linda and in the POS system by Tiffany.
- Linda is assisting with secretarial duties and is working to create a spreadsheet to track the status of calls.

Agenda Item 6: Decide Whether to Put Capital Campaign on Hold..... Kathleen Donohue

- The Capital Campaign Committee put forward the suggestion to pause the Capital Campaign following the Holiday Wine Event on November 16th and re-launch the campaign in January.
- The pause would only affect active phone calling and is intended to relieve the burden on volunteers during the holiday season. Loans and donations would continue to be accepted during this period.
- A motion to pause Capital Campaign calling on November 16th and resume on January 5th was made by Kathleen Donohue and seconded by Haley Mills. The motion passed unanimously.

Off-Agenda Item: GM Evaluation Committee Hope McLean

- The GM Evaluation Committee met to select staff participants but wished to get clarification from the board on the process.
- Hope will remove the “Name” line on the staff version of the evaluation form to keep those anonymous.
- The committee also recommended selecting two staff members from each department in order to collect a broader representation.
- A motion to distribute evaluation forms to two staff members from each department was made by Hope McLean and seconded by Chris Kwong. The motion passed unanimously.
- The committee will get the list of selected staff members to Matt for distribution and collection of evaluation forms.
- The GM review will take place following the November board meeting.

Agenda Item 10: Review Action Items Joel Landau

- Action items for this meeting were reviewed and approved.

A motion to enter executive session was made, and passed unanimously, and the board entered executive session.

Executive Session

Agenda Item 8: Board Fills Out Evaluation of GM Joel Landau

Agenda Item 9: Address Any Other Fiduciary, Personnel, or Other Non-Public Board Issues Joel Landau

A motion to exit executive session was made, and passed unanimously, and the board exited executive session.

Adjournment

A motion to adjourn this meeting of the Deep Roots Market Board of Directors was made, and passed unanimously, and the meeting was adjourned.