

## Call to Order

---

A meeting of the Board of Directors of Deep Roots Market Cooperative was held on Monday, October 1, 2018 in the store's Community Room. The meeting commenced at 6:00pm.

## Attendance

---

Board Members Present: Joel Landau, Hope McLean, Chris Kwong, Stefan Hauke  
Eliza Hudson and Matt Potter (via telephone)

Board Members Absent: Annah Awartani, Tracy Lamothe, Yvonne Lee-Hawkins

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

## Approval of Minutes

---

A motion to approve the minutes, as drafted, from the August 27, 2018 meeting was made by Chris Kwong and seconded by Hope McLean. The motion passed unanimously.

## Open Session

---

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

- Action Items from the August meeting were reviewed and all items are either completed or in progress.
- Table of Motions was reviewed and approved.

### **Agenda Item 6: Reschedule Board Potluck Gathering.....Matt Potter**

- Matt will be out of town for the previously agreed-upon date.
- The potluck will be rescheduled for November 18<sup>th</sup> from 3:00pm until 7:00pm at Matt's house.
- Matt will send the updated announcement to Joel to be distributed to board members.

### **Agenda Item 10: Form Committee to Review Spring Election Procedures/Documents.....Joel Landau**

- The Board agrees that there are currently too many documents/directives pertaining to procedures for the Annual Owners Meeting, and wishes to condense the material into fewer documents.
- Chris Kwong volunteered to take on this responsibility; Joel will forward Chris the necessary documents.

### **Agenda Item 11: Discuss Board Budget for 2019.....Joel Landau**

- The Board has asked Nicole to prepare a budget for 2019, which should include Board expenditures.
- Currently, board members receive a meal at the monthly meetings, and there is no defined budget for the Annual Owners Meeting.
- A motion was made by Chris Kwong, and seconded by Stefan Hauke, for a BOD budget of \$2,500.00 for the year of 2019, which includes \$1,200.00 for meals and \$1,300.00 for the Annual Owners Meeting. The motion passed unanimously.

### **Agenda Item 4: Report from GM on Store Operations/Sales.....Nicole Villano**

- Nicole presented her Monthly GM Report to the Board and Monthly Sales at a Glance.
- Overview: "As third quarter and summer come to an end this month, staffing patterns have shifted and sales have started to increase. This month brought the threat of Hurricane Florence to our door, which we luckily did not have to endure, but it did give us a week of record sales."

**Agenda Item 5: Report on Fall NCG Meeting.....Nicole Villano**

- Nicole recently attended NCG's fall meeting in Minneapolis.
- The main points of discussion were streamlining POS systems across co-ops, professional development, manufacturer and UNFI out-of-stocks, and a customer survey program.

**Agenda Item 7: Policy Governance Committee Update.....Chris Kwong**

- The committee met over the past month and has now gotten through roughly half of the documents.
- The committee has a meeting planned for the following Monday to continue their work, and plans to begin meeting more frequently to expedite the process.

**Agenda Item 8: Community Room Naming Rights Committee Update & Final Vote.....Tracy Lamothe**

- The committee did not meet during the past month.

**Agenda Item 9: Updates for the GM Evaluation Process.....Hope McLean**

- The Board discussed and clarified the changes they wish to be made to the evaluation form.
- Hope will continue her work on making the necessary edits.

**Agenda Item 12: Review Action Items & Motions from Today's Meeting.....Joel Landau**

- Action Items from this meeting were reviewed and approved.

***Executive Session***

---

**Agenda Item 13: Address Any Fiduciary, Personnel, or Other Non-Public Board Issues.....Joel Landau**

***Adjournment***

---

This meeting of the Deep Roots Market Board of Directors adjourned at 7:35pm.