

TPSS Board of Representatives Meeting

Date: January 17, 2018

Board present: Sawa Kamara (SK), Susan Cho (SC), Susanne Lowen (SL), Rachel Hardwick (RH), Fred Feinstein (FF), Julia Eddy (JE),

Board absent: Diane Curran (DC), Adam Frank (AF), Katea Stitt (ST)

Staff & consultants present: Mike Houston (MH), General Manager

Members Present: N/A

Minutes prepared by: Julia Eddy (JE)

BOARD ACTIONS:

- The Board approved the minutes from the December 20, 2018 board meeting.
- The Board accepted the L8 Monitoring Report as submitted.

Check-in/Introductions:

FYI the Takoma Foundation is hosting a meet and greet this Saturday 3-5pm at Historic Takoma.

Approval of Minutes:

The Board approved the minutes from the December 20, 2018 board meeting.

Open member forum:

No members were present.

Board discussed the new store shopping carts.

Board discussed Montgomery County service-learning requirements. RH reports it is unlikely that kids could put in hours at TPSS, as service needs to be with a pre-approved nonprofit sponsor.

GM Update:

MH summarized key points in the GM Update – successful inventory on Jan 1, the Co-op had a good fiscal quarter in terms of sales and margin, they are instituting annual reviews for all staff. MH had a good meeting with Crossroads Community Food Network staff, learned that the Co-op can apply for the grant to double dollars on produce for WIC and SNAP.

MH shared plans for arts, nonprofits, outreach events in the parking lot starting in March - “Thursdays at the Co-op” plus one big event per month. MH plans to start publicizing as soon as we have the first few programs solidified.

L8 Monitoring Report – Executive Succession:

The Board accepted the L8 Monitoring report. The Board urged MH to fill the Marketing and Outreach position, especially with more event programming coming up.

February Board Retreat:

FF shared the plans for the upcoming Board retreat – casual dinner with senior managers, a short presentation on principles and values, discussion and analysis of the past, then looking forward and goal setting for this next year. The Board will receive a summary of the Board member survey results. Facilitation will be shared among Martha and board committee at times to allow Martha to participate too.

Committee Business:

The Policy Committee started the conversation about a meeting time and a charter.

The Junction Committee needs to meet. FF and SK will schedule a call to fill in SK on the history of the project.

The Policy Governance Reflection Committee will may or may not meet before the retreat.

The Nominations Committee will come up with a summary of how the elections process went this year and what will be improved in the future.

FF shared excitement that members have been coming with ideas and projects to the Membership Committee meetings and they have been very productive. SK is going to station herself in the Co-op for a “Membership Corner”.

FF urges each committee to meet before the next Board meeting, develop a charter and circulate notes from the meeting.

Next meetings:

Board Retreat: Sunday Feb 3rd, Dinner on Saturday Feb 2nd.

Board Meeting Feb 21st.

Meeting adjourned at 8:00pm.

Committee Assignments:

Policy Committee – Susan Cho (chair), Adam Frank, Rachel Hardwick, Julia Eddy.

Nominations/Elections – Susanne Lowen (chair), Diane Curran, Susan Cho.

Personnel – Diane Curran (chair), Rachel Hardwick, Katea Stitt.

Membership Committee – Fred Feinstein (chair), Diane Curran, Sawa Kamara.

Finance and Audit Committee – Adam Frank (chair), Julia Eddy, Diane Curran, Susan Cho.

Junction & Expansion Committee – Fred Feinstein (co-chair), Rachel Hardwick (co-chair), Sawa Kamara, Katea Stitt.

Policy Governance Reflection Committee - Fred Feinstein, Adam Frank, Susanne Lowen, Mary Rooker (former board member).

Board Development Committee – Diane Curran (chair), Adam Frank.

Term 2018-2019 Meeting Attendance:

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Cho	*	*										
Curran	*	Ex										
Eddy	*	*										
Feinstein	*	*										
Frank	*	Ex										
Hardwick	*	*										
Kamara	*	*										
Lowen	*	*										
Stitt	*	Ex										

(ex=excused)

Board Terms:

Board Representative	Term:	Term Ends:
Cho	3 years	2019
Curran	3 years	2020
Eddy	3 years	2021
Feinstein	3 years	2019
Frank	3 years (consecutive term)	2020
Hardwick	3 years (consecutive term)	2019
Kamara	3 years	2021
Lowen	3 years	2020
Stitt	3 years	2021