

TPSS Board of Representatives Meeting

Date: February 21, 2019

Board present: Sawa Kamara (SK), Susan Cho (SC), Susanne Lowen (SL), Rachel Hardwick (RH), Fred Feinstein (FF) via phone, Julia Eddy (JE), Diane Curran (DC), Adam Frank (AF), Katea Stitt (ST) via phone

Board absent: N/A

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

Members Present: Sat Jiwan Ikle-Khalsa (SJ)

Minutes prepared by: Julia Eddy (JE)

BOARD ACTIONS:

- The Board approved the minutes from the January 24, 2019 board meeting.
- The Board accepted the L7 Monitoring Report as submitted.
- The Board decided to change the date of the April board meeting to 4/25.
- The Board agreed to hold the Spring Member-Owner Meeting on Sunday May 19, 2019.

Approval of Minutes:

The Board approved the minutes from the January 24, 2019 board meeting.

Open member forum:

Sat Jiwan Ikle-Khalsa (SJ) shared some thoughts about the Junction development.

L7 Monitoring Report – Counsel and Communication to the Board:

GM reported compliance in L7. The Board accepted the L7 report as submitted.

There was discussion about how the Board monitors compliance with its own policies. The Topical Calendar states the Policy Committee will review policies on a schedule and propose changes. The GM can also provide feedback about Board compliance. The Policy Committee will continue to think about how to monitor compliance with board policies.

GM Report:

MH provided highlights this month's GM report – staff are planning events in the parking lot; he took some staff to the Montgomery County Food Expo highlighting local products; a new beer and wine manager starts March 4; IT is charting 4-foot sections in the store that will help with inventory review. January sales were very strong. A new café/bar, Girl and the Vine, is opening soon in Takoma Park; they will be selling beer and wine for dine-in and take-out. S&S Liquor is also slated to reopen one day.

Committee Business:

Membership Committee:

- The Board agreed to hold the Spring Member-Owner Meeting on Sunday May 19, 2019.
- Board discussed changing the bylaws to require people to request written notice of member meetings. The bylaws require us to send written notice to ALL members in advance of member meetings. Email is ok, but post mail is required if no email is on file. MH shared that the Co-op has about 10K members, ~6200 have made a purchase in the last year. Every time we send a mailing it costs ~\$500-600. The Board agreed to form an Ad Hoc committee (FF and SL) to review the bylaws and develop a proposal for the board regarding written notice of meetings. MH and AF volunteered to look at the bylaws for additional changes.
- Everyone should think if you know folks that could perform or do a presentation during Thursday parking lot programming. Send suggestions to MH or Leandra. \$150 budget for each Thursday.
- SK shared some of her experience sitting in the Co-op talking to members. Bob Gibson (BG), SJ, and SK formed a subcommittee to strategize how to reach new segments of the community.
- BG and SJ are going to do some cost comparison research at other stores.
- Board members are encouraged to write blog posts. Once there is more content, the goal will be to send a monthly newsletter e-blast of blog updates, separate from email blasts that contain specials. MH will share the blog calendar.
- There was discussion about removing membership payment plan fees and looking at what other coops do to make membership accessible.

Policy Committee:

SC reported that the Policy Committee decided to meet monthly right after the FAC meetings, 4th Mondays 7-8pm in the Co-op Basement. Agendas and minutes will live in the Policy Committee folder on the Google Drive. And the committee will use Google Drive for collaborating on policy edits so less is done over email.

The Policy Committee will amend the Policy Register to include committee charters.

The Junction Committee provided an update in closed session.

The Nominations & Elections Committee needs to meet.

DC suggested the Board get in the practice of responding to emails that ask for feedback within 48 hours.

Discussion of the retreat and goals for the coming year was postponed to the next board meeting.

Next meeting: Board Meeting March 21st.

Meeting adjourned at 8:15pm.

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

Expansion Committee – Adam Frank, Susanne Lowen, Susan Cho, Julia Eddy.

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
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