

TPSS Board of Representatives Meeting

Date/Location/Time: December 19, 2019 at Historic Takoma, 6:30 p.m.

Board present: Diane Curran (DC), Fred Feinstein (FF) by phone, Susan Cho (SC), Bob Gibson (BG), Sawa Kamara (SK), Susanne Lowen (SL), Katea Stitt (KS),

Board excused: Adam Frank (AF), Katherine Tsantiris (KT)

Staff present: Mike Houston (MH), General Manager

Potential Consultant: Leah Kedar (LK)

Minutes submitted by: Solveig Mortensen (SM), Board Administrator

BOARD ACTION:

- The Board approved the November 21, 2019 Open Session Board meeting minutes.

Open Member Forum: No other Co-op members present.

GM Updates

Monthly GM Report:

Member Survey: MH discussed the member survey. Board agreed with his plan to develop content over the next several weeks, post online, and provide hard copies to members in late January, allowing a 6-week response period. Board members will encourage participation during Monday nights when we staff the information desk in the store. GM and Board will use the survey data for the strategic planning process and as a tool for comparison with other NCG co-ops; he will share the results at the spring member-owners meeting.

Five Year Strategic Planning Process: MH presented a general outline of strategic planning process and results. He also presented an outline for topics to be discussed at the Board's retreat on Jan. 11. KS, SK, BG, SL, and SC agreed to help MH compose the member survey.

Board Business:

Diversity/equity/inclusivity training: Presentation by Leah Kedar (LK), executive coach and human resources consultant: LK shared her background in HR management work and extensive experience in diversity, equity, and inclusion development and training. LK and the Board discussed the vision, goals, and challenges they anticipated in doing this type of training/self-examination.

After the presentation, the Board planned to follow up with LK on a request for her proposal. MH planned to check Co-op staff's availability.

Committee Updates

Policy Committee: The Board secretary will put updated policy statements on the Co-op's website.

Membership Committee: Membership Committee is planning the Spring Member Meeting for a date in May. The meeting will be held in the Co-op basement. The primary focus of the meeting will be to introduce the Co-op's five-year strategic plan. We hope to provide for participation by remote video connection.

Nominations and Elections Committee: SL and DC are preparing an evaluation of our recent board election and developing recommendations for the next election. They will be presented at the February board meeting.

Future of Food Committee: The GM explained how the focus of this committee is often addressed in the connections that the Co-op makes in the community and in the GM reports and will be covered in the five-year strategic plan. This committee was dissolved.

Expansion Committee: This committee will continue looking at appropriate ways to use the Co-op's grant money.

Strategic Planning Committee: The members of this committee will be determined. Initially, a group of three board members will help Mike draft the member survey and will likely meet once to draft the member survey.

Other Board business

Spring Member-owners Meeting: See Membership Committee report above.

Review Topical Calendar for next year: The Board and GM noted specific and annual updates for the topical calendar. DC urged Board committees to create topical calendars for their individual committees, so the committees can observe their projected deadlines a couple of months in advance. She noted the Board administrator's role in providing reminders.

Board Training: DC shared that the Board Treasurer, AF sent the web link to Columinate (formerly CDS); and she explained how all new Board members are supported in and asked to attend the cafes and classes Columinate offers.

Financial Training: The Board also planned to sign up for Columinate's group, four-week financial training webinar. SC will sign us up.

Setting Meeting Dates and Start Times: Board meetings occur every 3rd Thursday with the start time for future Board meetings as 6:45pm. SC updated the Board login password. MH planned to circulate the W-2 forms. The Board will complete the confidentiality and conflict of interest forms.

Meeting adjourned: 8:55pm

* The Board discussed the GM’s yearly performance review during an executive session with only Board members present. Minutes for this session are maintained separately, to maintain confidentiality of personnel documents.

Board Representatives’ Committee Memberships:

Membership and Community Affairs Committee: FF, SK, BG, DC

Audit and Finance Committee: AF, SC, BG, KT

Personnel Committee: DC, SK, KS

Policy Committee: SC, AF, KT

Nominations Committee: SK, SL, DC

Junction Committee: FF, SK, KS

Expansion Committee: AF, SC, SL

Board Development Committee: DC, AF

Board Retreat Planning Committee: DC, SK, SL, MH, Martha Whitman

Term 2019-2020 Meeting Attendance:

	Dec
Cho	*
Curran	*
Feinstein	*
Frank	Ex
Gibson	*
Kamara	*
Lowen	*
Stitt	*
Tsantiris	Ex

(Ex=excused)

Board Terms:

Board Representative	Term:	Term Ends:
Cho	3 years (consecutive term)	2022

Curran	3 years	2020
Feinstein	3 years (consecutive term)	2022
Frank	3 years (consecutive term)	2020
Gibson	3 years	2021
Kamara	3 years	2021
Lowen	3 years	2020
Stitt	3 years	2021
Tsantiris	3 years	2022