

TPSS Board of Representatives Meeting

Date/Location/Time: January 16, 2020 at Historic Takoma, 6:45 p.m.

Board present: Fred Feinstein (FF), Adam Frank (AF), Susan Cho (SC), Bob Gibson (BG), Sawa Kamara (SK), Susanne Lowen (SL), Katherine Tsantiris (KT)

Board excused: Diane Curran (DC), Katea Stitt (KS)

Staff present: Mike Houston (MH), General Manager

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

BOARD ACTION:

- The Board approved the December 19, 2019 open session Board meeting minutes.
- The Board approved the presented Membership Survey.
- The Board approved a plan to purchase a gmail business account for the Board.

Open Member Forum:

No comments were presented in the open forum.

GM Updates:

Monthly GM Report:

MH reported that the Co-op ended December with sales up for the year. The last two quarters showed a higher percentage increase in sales, and the holiday sales were very successful.

L-8 Executive Succession: The Board was satisfied with the organizational chart and heard that if members requested to see it, they would be given access.

Board Business:

Board Retreat: FF and other Board members gave the feedback that it was a productive, valuable retreat. FF credited the retreat's success to the responsiveness of the consultant and retreat facilitator, Martha Whitman, and to the communication of the Board Retreat Planning Committee, whose input helped give guidance on the retreat's focus.

Approval of Membership Survey: MH shared that one Co-op manager, BG, SK, and he provided the shopper survey to the Membership Committee; the Committee gave them useful feedback.

MH explained that three survey questions were identified for reconsideration. The Board and MH agreed to: 1) keep a question re: reducing size for sections, because it allows for member feedback; 2) add a question re: the shopper's average shopping frequency; 3) remove a question requesting the shopper to identify their gender.

MH summarized that the survey was condensed and designed to preclude the same person from answering it twice; will be available to Co-op shoppers on February 3rd; and will remain available for approximately six weeks. MH described the ways the Co-op will promote the survey and incentivize staff and shoppers to maximize submissions and complete it entirely.

Update on the Five Year Planning Process: Following Board retreat discussions on the strategic planning process, the Board established four working groups, to gather input and generate strategic objectives for the strategic plan in four subject areas. The GM and Board understood that each group may have fluid community participants, but would be consistently led by two Board members, one Co-op staff, and one community member.

Our Co-op into the future:

Expansion/Grant/Capital Improvements
Co-op Identity: Connection to other Co-ops,
Owner Duties & Benefits
BG, SL

Our Products, Our Planet:

Environment & Sustainability
Product Standards, Prices & Education
KT, SC

Outreach:

Communication/
Outreach/Community Impact/Events
FF, SK

People First:

Staff
DEI/Social Justice
AF

MH planned to provide the group leaders with a packet of resource information and confirmed that the participating staff should be identified over the next several weeks.

Proposal for Spring Member-owner Meeting: MH relayed the proposal for the spring Member-owners meeting to be part of Thursdays at the Co-op event. The plan is to have an hour and a half meeting that includes a brief Board President report and GM report, a kick-off to the member survey, and an introduction to the four working groups, who will be seated and available.

Board Business Email Account Proposal:

SC presented the security and use challenges with the Board's current, collective gmail account, including how making mistakes within it is easy and un-trackable. SC suggested the options of allowing the Board to access the account, using personal emails or of purchasing a gmail business account, which would give each Board member and one administrative staff individualized emails connected to the account. The Board discussed cost, security, and confidentiality and chose to purchase the business account.

Update on Diversity Training: The Board confirmed that they are due to receive a proposal.

Committee Updates:

Policy Committee: Met and determined their next meeting date and regular meeting dates. They intend to create a topical calendar at the next meeting.

Membership Committee: The Co-op will be supporting MLK day activities with “Small Things Matter”. Jackie, of Victory Towers is asking the Co-op to do a class on why to choose organic.

Kokua is going well. It is a project where one Sunday a month volunteers pick up food to take to families in need.

Reminders: The Board’s financial Training will begin in February. Complete and return conflict of interest forms.

Meeting adjourned: 8:40pm

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	Jan
Cho	*	*
Curran	*	Ex
Feinstein	*	*
Frank	Ex	*
Gibson	*	*
Kamara	*	*
Lowen	*	*
Stitt	*	Ex

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	2 years	2021
Kamara	3 years	2021
Lowen	3 years	2020
Stitt	3 years	2021
Tsantiris	3 years	2022