

TPSS Board of Representatives Meeting

Open Session (public part of meeting)¹ Minutes

Date/Location/Time: April 15, 2021 meeting (held remotely, on-line) 6:30 pm

Board present: Diane Curran (DC), Bob Gibson (BG), Susan Cho (SC), Adam Frank (AF), Fred Feinstein (FF), Elizabeth Teuwen (ET), Katea Stitt (KS),

Board absent: Katherine Tsantiri (KT), Xitlalli Velasquez (XV)

Staff present: Mike Houston (MH), General Manager (GM)

Members present: Elias Vlanton (EV)

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

Meeting held by zoom

Board ACTION:

- The Board deferred the approval of the March 18, 2021 Open Session Board meeting.
- The Board deferred the approval of the GM's April 2021 Ends Report Update.
- The Board authorized the Co-op to hold a full audit this year.

Housekeeping: DC recognized that the Board needed more time to review the draft March 2021 open and closed session minutes. DC noted that AF, MH, and she will work on the Board budget, which is due in May.

Open Member Forum: EV raised concerns about parking on the Junction during construction of the NDC development. DC thanked EV for his concerns, and shared that the Co-op discussed these topics in mediation with the Neighborhood Development Company (NDC).

GM Report: MH shared that he was very pleased about the promotion of the Co-op's current Front End Manager, Mercy Belhu, to the new position of the Assistant Store Manager and the promotion of Mauricio Pineda to the position of the Produce Manager. MH shared that the Front End Manager has been with the Co-op for a long time and reflected on how having low Co-op turn-over means opportunities to make promotions do not arise frequently; so, it is good to see dedicated staff promoted. MH commented that adding this new position will give staff some greater flexibility in taking time off as well.

In response to a question regarding the customer count for the month of March as compared to pre-pandemic times, MH shared that the customer count was down. However, MH explained that

¹ Monthly Co-op Board meetings have open and closed portions. Members are welcome at the open portion of meetings. The closed part of Board meetings is reserved for discussion of finances, personnel, and legal issues.

the Co-op's average basket size is much greater than it was prior to the pandemic. MH described how shoppers seem to be making less drop-in, small-sized purchases and more consolidated large purchases. MH elaborated that the basket size of an online order is double that of an in-store basket. MH also noted that the in-store pre-packed bulk items are selling well.

Ends and Indicators Update: By an administrative distribution error, the Board was not given much time to review the report. The report's approval was deferred to the next Board meeting.

Board Business:

Annual Decision to have an Audit: The Board noted that the Co-op held a financial review the prior year and authorized the Co-op to hold a full audit this year.

Committee updates:

Membership and Community Affairs Committee (MCAC): FF noted that there was no monthly MCAC meeting in April, due to other non-routine meetings needing to occur. The Spring Members-owners meeting will occur on Tuesday, April 27th. Lauren Goldberg, the Executive Director of Crossroads Community Food Network will present at the meeting. (Note: Lauren's presentation subsequently was postponed.)

Policy Committee: SC updated the Board that the Policy Committee decided to pause the regularly scheduled policy reviews until after the Board/Co-op begins its DEI training initiative and also begins the deep dive review of the policies.

DEI: update on DEI training plans: BG reported that the DEI Committee met with Leah Kedar, discussed the logistics of holding a DEI training, planned for a mix of Board members and Co-op managers to attend, and projected that the training could begin in mid to late May and go to July. KS planned to send the Board the Committee's meeting notes.

Meeting adjourned at 7:04pm

Board Representatives' Committee Memberships:

Membership and Community Affairs Committee: (FF Chair) FF, DC, KT, ET, EdD* (non Board member) *Esteban de Dobrzysky

Finance and Audit Committee: (AF Chair) AF, SC, BG, KT, CV (DC, ET as ex-officios)

Personnel Committee: (DC Chair) DC, KS

Policy Committee: (SC Chair) SC, AF, KT

Nominations Committee: (BG Chair) BG, FF, CV

Junction Committee:(FF Chair) FF, DC, BG, KS, ET

Expansion Committee: (AF Chair) AF, SC

Board Development Committee: DC, AF (chair position shared)

Term 2020-2021 Meeting Attendance:

	Dec	Jan	Feb.	Mar	Apr
Cho	*	*	*	*	*
Curran	*	*	*	*	*
Feinstein	*	Ex	*	*	*
Frank	*	*	*	*	*
Gibson	*	*	*	*	*
Stitt	Ex	Ex	Ex	*	Ex
Teuwen	*	*	*	*	*
Tsantiris	*	*	*	Ex	*
Velasquez	*	*	*	*	Ex

(Ex=excused)

(Re=Resigned)

Board Terms:

Board Representative	Term:	Term Ends:
Cho	3 years (consecutive term)	2022
Curran	3 years (consecutive term)	2023
Feinstein	3 years (consecutive term)	2022
Frank	3 years (consecutive term)	2023
Gibson	2 years	2021
Stitt	3 years	2021
Teuwen	3 years	2023
Tsantiris	3 years	2022
Velasquez	1 year	2021

