

# TPSS Board of Representatives Meeting

## Open Session (public part of meeting)<sup>1</sup> Minutes

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

Board present: Diane Curran (DC), Bob Gibson (BG), Susan Cho (SC), Esteban de Dobrzynski (ED), Fred Feinstein (FF), Elizabeth Teuwen (ET)

Board absent: Adam Frank (AF), Katea Stitt (KS), Katherine Tsantiris (KT)

Staff present: Mike Houston (MH), General Manager

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

Meeting held by zoom and telephone connection.

### **Board ACTION:**

- The Board approved the June 17, 2021 Open Session Board meeting minutes as amended.
- The Board approved the GM's Monitoring report for policy L-2, Staff Treatment.

### **Housekeeping:**

*Review Action Items:* The Board discussed considerations with resuming in person gathering for upcoming meetings and events and heard the GM's description of the practices Co-op staff have been observing for their in-person meetings. MH also noted that the Takoma Park Street Fest will be held this upcoming October as an in person, outdoor event. The Board planned to still have a remote meeting in August and thereafter, assess if Board meetings and the upcoming, fall membership meeting will be held in person again.

**Open Member Forum:** A Co-op member shared that they appreciated the Co-op's work.

**GM Report:** MH explained that as compared to a similar pre-pandemic time period, so far this year, sales are down about twenty percent. However, as noted in the most recent Finance and Audit Committee meeting, the Co-op is now nearing the break-even point. In response to a question regarding the causes behind the relative decrease, MH summarized that the Co-op effectively cut it's business in half over the last seventeen months; was affected by the loss of pre-pandemic casual shoppers--who would stop in for a few things and buy extra items; and is still rebuilding the store. MH confirmed that two months ago the Co-op ceased limiting the number of in-store shoppers. Commenting on the report in general, the Board gave feedback about providing monthly or quarterly comparatives to contextualize report metrics.

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<sup>1</sup> 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.

**L-2 Staff treatment:** The Board noted ED’s email question regarding ways to further build trust among employees. MH had replied that, in the more recent years, the Co-op has implemented several changes such as a GM Orientation for all new staff, increased training opportunities, and more department meetings. MH noted that based on the Co-op’s timeline for holding staff surveys every three years, the next survey should occur in the spring of 2022.

**Committee updates:**

**Membership and Community Affairs Committee (MCAC):** FF relayed that in their last meeting, the MCAC discussed the fall membership meeting and their work on policy language. FF noted that the MCAC believes the recognition and celebration of the Co-op’s 40th anniversary could continue into next year and merge with Earth Day. FF confirmed Sunday, October 17th as the fall membership meeting date and recounted that the MCAC discussed potential meeting agenda items, such as the five year strategic planning process; giving thanks to various community stakeholders; and/or having a focus on local issues. DC shared that the MCAC also considered inviting founding Co-op members or known members of past boards to the fall membership meeting, but realized that some of those individuals are running for office; the Co-op does not seek to endorse candidates. FF summarized that the MCAC is still determining the agenda.

The Board noted that if the next membership meeting happens in person they might hold it at the Takoma fire station, the Historic Takoma building, or just outdoors.

FF also informed the Board that he and ET are presently working on the policy language in the policy register regarding membership and membership engagement. FF stated that he and ET circulated a draft, received comments, and hope to bring an updated draft to the next Board meeting.

**Nominations Committee:** BG shared that the Nominations Committee has not met recently, but that he has communicated with the relevant Board members about updating election and Board information on the website. BG also clarified that while the Topical Calendar reminds the Board to assign election ballot counters, the Board just needs to assure that a Board member is present at the Board election.

Meeting adjourned 6:55pm

**Board Representatives’ Committee Memberships:**

**Membership and Community Affairs Committee:** (FF Chair) FF, DC, KT, ET, ED

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

Personnel Committee: (DC Chair) DC, KS

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

Nominations Committee: (BG Chair) BG, FF

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

Expansion Committee: (AF Chair) AF, SC

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

**Term 2020-2021 Meeting Attendance:**

	Dec	Jan	Feb.	Mar	April	May	June	July
Cho	*	*	*	*	*	*	*	*
Curran	*	*	*	*	*	*	*	*
de Dobrzynski	—	—	—	—	—	*	*	*
Feinstein	*	Ex	*	*	*	*	*	*
Frank	*	*	*	*	*	*	*	Ex
Gibson	*	*	*	*	*	*	*	*
Stitt	Ex	Ex	Ex	*	Ex	*	Ex	Ex
Teuwen	*	*	*	*	*	*	Ex	*
Tsantiris	*	*	*	Ex	*	*	*	*