

# TPSS Board of Representatives Meeting

## Open Session Minutes

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Date/Location/Time: September 23, 2021 meeting (held remotely, on-line) 6:30 pm  
Board present: Diane Curran (DC), Bob Gibson (BG), Adam Frank (AF), Susan Cho (SC), Esteban de Dobrzynski (ED), Fred Feinstein (FF), Elizabeth Teuwen (ET), Katea Stitt (KS), Kathy Tsantiris (KT)  
Staff present: Mike Houston (MH), General Manager (GM)  
Members present: T. Robert  
Minutes submitted by: Solveig Mortensen (SM), Board Administrator  
Meeting held by zoom and telephone connection

### **Board ACTION:**

- The Board approved the September 23, 2021 Open Session Board meeting minutes.
- The Board approved the monitoring report for policy L-4, as submitted by the GM.

Open member forum: No comments were given in the meeting.

GM Report: MH reported that the Takoma Park Street Festival will occur this year and be held on one side of the street on Sunday, October 3rd. MH confirmed the Co-op's presence there and invited Board members to join him at the Co-op's booth.

MH confirmed that he and some Co-op staff attended the recent Expo East Philadelphia event. MH noted his observation that throughout our society in general, he is hoping to see more advancement in product packaging this year as compared to last.

Responding to a request for an update on the Co-op's online sales, MH shared that the Co-op is currently working on some functionality aspects of the online ordering system, such as email and mailing address modification features.

In regards to the Co-op's mask policy, MH explained that it remains the same: the Co-op is still requiring in-store masking. MH confirmed that he has not heard of any new conflicts regarding this Co-op policy and shared that the Co-op still has a couple extra thousand FEMA issued masks, which can be handed-out if needed.

Board Business:

Committee Updates:

Membership and Community Affairs Committee

Meeting report, Member-owner meeting agenda and assignments review:

FF reported that in the last Membership Committee meeting they discussed the upcoming fall membership meeting scheduled for October 17 and how, minimally, the agenda will include reports from the GM and Board officers, a candidates forum, and an open forum for members. FF reviewed the other meeting items the Committee considered and noted that the topic of the five year planning process is still on hold, per the GM's suggestion that the Co-op focus on its upcoming 40 year anniversary and Diversity Equity and Inclusion training.

FF asked for Board input on utilizing some membership meeting time to solicit member feedback on membership engagement priorities. Board members agreed to the basic agenda outline, planned to decide upon membership engagement as an additional item prior to the meeting, and agreed that this meeting should occur remotely.

FF reported that he and ET discussed pausing the aim of revising the policy register's membership committee language to focus on implementing ideas, such as a one year plan. However, FF noted that there were still lingering questions related to the Committee's and the GM/Co-op's role in membership engagement; the best way to proceed; and whether the Committee first needed more guidance from their charter. FF shared that DC volunteered to do a draft providing guidance on the Board's role in membership engagement, for the MCAC's charter

The Board also confirmed a plan to provide the GM with the needed materials for the Fall membership meeting email notice and website posting.

#### Nominating Committee:

Board development and elections, Board candidates: BG shared that MH and Co-op staff have updated the Co-op's website with current information and timelines for running for the Board election. Presently BG, KS, and ED are Board members with expiring terms and are all planning to run for this upcoming Board election. DC commented that the Board hopes to receive other good candidates as well.

Meeting adjourned at 7:45pm

#### 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

Diversity, Equity, and Inclusion KS (Chair), SC, BG, AF, KT

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	Aug	Sep
Cho	*	*	*	*	*	*	*	*	*	*
Curran	*	*	*	*	*	*	*	*	*	*
de Dobrzynski	—	—	—	—	—	*	*	*	*	*
Feinstein	*	Ex	*	*	*	*	*	*	*	*
Frank	*	*	*	*	*	*	*	Ex	*	*
Gibson	*	*	*	*	*	*	*	*	*	*
Stitt	Ex	Ex	Ex	*	Ex	*	Ex	Ex	*	*
Teuwen	*	*	*	*	*	*	Ex	*	*	*
Tsantiris	*	*	*	Ex	*	*	*	*	*	*