

TPSS Board of Representatives Meeting

August 17, 2023

Open Session Minutes

Date/Location/Time: August 17, 2023 meeting 6:30 pm*

Board present: Bob Gibson (BG), Elizabeth Teuwen (ET), Esteban de Dobrzynski (ED), Adam Frank (AF), Susan Cho (SC), Taylor Dibbert (TD), Orly Keiner (OK)

Staff present: Mike Houston (MH), General Manager

Not present: Katea Stitt (KS)

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

**Meeting held remotely, by Zoom*

Board ACTION:

- The Board approved the July 20, 2023 Open Session Board meeting minutes as amended.
- The Board approved the proposed 2023 Board Election Application Packet as amended.
- The Board approved of a wording change to Policy D-4, Evaluating the GM, so that point 1.a reads the following: Each year, the Board will review the monitoring reports and the Goals and Indicators planning document prepared by the GM two months prior to the GM's contract expiration date.
- The Board approved the GM's monitoring report for policy, B-3 Asset Protection.

Open Member Forum: In response to inquiry, MH clarified that Stephanie Helsing, who MH had met with, is the President for the Silver Spring Chamber of Commerce.

Membership and Community Affairs Committee (MCAC) Update: The MCAC has not met for a couple of months, but will be meeting in advance of the Fall member-owners meeting. The MCAC will also discuss the Board's communication plan

Elections: The Board Development and Elections Committee determined the 2023 election dates and deadlines and those dates have now been updated on the TPSS website.

Review Board Application Form as amended and circulated: The Board collaboratively reviewed the document and agreed upon revisions to the application that struck a balance between being as accessible as possible and asking questions which conveyed aspects of a TPSS Co-op Board member's role.

Discuss Board member roles in engaging potential candidates: The Board discussed a plan to

have Board members spend some time physically and possibly remotely (virtually available) in the Co-op store in September and early October. Board members would be present to talk about the upcoming Board election and the annual member meeting.

Board review of policies D-4, Evaluating the GM and D-5, Compensating the GM: Point 1a. of policy D-4 specifies that “the Board will review the monitoring reports and the Goals and Indicators planning document prepared by the GM in June of each year”. The Board agreed to reword D-4, 1a. policy to explain that this work will occur two months prior to when the GM’s contract is due to expire. The Board also planned to update the formatting of policy D-4 and approved of policy D-5 in its current form.

Reviewing Action Items and Topical Calendar: A new educational item was added to the Topical Calendar item: the upcoming MAFCA (Mid-Atlantic Food Co-op Alliance) meeting at the Fredericksburg Food Co-op. There will be three Coluninate board member trainings in September. Board members were reminded to earmark the Takoma Park Street Festival as an opportunity to help staff the booth and represent the Co-op’s.

GM Updates

GM Report: TPSS Co-op sponsored drinks for the MoCo Made Happy Hour on 8/17/23. TPSS is also sponsoring the MoCo Made Food and Beverage Expo held at the end of September.

MH met with National Co+op Grocer (NCG) staff about the remodel of the Co-op store; they are making progress with the plans, including establishing the equipment needs.

MH gave further description of Eco City Farm on PG County Parks land, where a number of farmers are given a free half acre of land to grow crops.

Review of the Monitoring Report for policy B-3, Asset Protection: MH confirmed that the Co-op completed the installation of the exterior security cameras—covered by the safety grant—and will add the interior cameras once the renovation is complete.

Meeting adjourned at 7:50pm

Board Representatives’ Committee Memberships:

Annual Meeting Committee: BG (Chair), MH (GM), and Chloe Thompson (Co-op staff)

Board Development and Elections Committee: AF (Chair), BG

Diversity, Equity, and Inclusion: KS (Chair), SC, ED, AF, ET, and Chloe Thompson (Co-op staff)

Finance and Audit Committee: AF (Chair) AA, TD, BG, MH (GM), and Yodit Gebremeskel (Co-op staff)

Membership and Community Affairs Committee: ET (Chair), ED, BG, OK, MH (GM), Chloe Thompson (Co-op staff) and Diane Curran & Fred Feinsten (former Board members)
Personnel Committee: BG (Chair), ET
Retreat Planning Committee*: AF, ET, MH, OK, (and the Columinate consultant, Jade Barker)(*for 2023 year retreat, which has now occurred)

Term 2022-2023 Meeting Attendance:

	Dec	Jan	Feb	Mar	April	May	June	July	Aug
Amin	*	*	*	Ex	*	Ex	Ex	Ex	Ex
Cho	*		*	*	*	*	*	*	*
de Dobrzynski	*	*	*	*	Ex	*	*	*	*
Dibbert	*	*	*	*	*	*	*	*	*
Frank	*	*	*	*	Ex	*	*	Ex	*
Gibson	*	*	*	*	*	*	*	*	*
Keiner	*	*	*	*	*	*	*	*	*
Stitt	Ex	Ex		Ex	*				
Teuwen	*	*	*	*	*	*	*	*	*

(Ex=excused)

Board Terms:

Board Representative	Term:	Term Ends:
Amin	3 years	2025
Cho	1 year (appointed term)	2023
Dibbert	3 years	2025
de Dobrzynski	3 years (term after appointment)	2024
Frank	3 years (consecutive term)	2023

Gibson	3 years (consecutive term)	2024
Keiner	3 years	2025
Stitt	3 years (consecutive term)	2024
Teuwen	3 years	2023