

TPSS Board of Representatives Meeting

July 18, 2024

Open Session Minutes

Date/Location/Time: July 18, 2024 meeting 6:30pm*

Board present: Elizabeth Teuwen (ET), Esteban de Dobrzynski (ED), Orly Keiner (OK), Bob Gibson (BG), Shelia Rieser (SR)

Absent: Adria Armbrister (AA), Tatiana Dzekon (TD), James Gibson (JG), Kopal Jha (KJ)

Staff present: Mike Houston (MH), General Manager

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

**Meeting held at Historic Takoma and remotely via zoom*

Board ACTION:

- The Board approved the June 20, 2024 Open Session Board meeting minutes.
- The Board approved the contract with Columinate Consultant, Rebecca Torpie for expansion communication training.
- The Board approved changes to the Board Candidate application packet and nomination process.
- SR accepted the appointment of Chair for the Membership and Community Affairs Committee.

Agenda Review: In response to the Board's interest in streamlining the meetings and focusing on meeting objectives and outcomes, a new agenda format that included a cover memo was used. Many Board members expressed liking the new format with the embedded documents.

Open Member Forum: No TPSS Co-op members presented questions during the open member forum.

Membership and Community (MCAC)/Leadership and objectives: The MCAC did not meet this month. ED provided notice that he would be stepping down as MCAC chair and suggested SR take his place. SR accepted the appointment and the Board approved the change.

The MCAC was tasked with setting a regular date for committee meetings. The MCAC was asked to finalize a date for the Fall Membership meeting. The MCAC will continue to discuss the proposed Ambassador program at the next MCAC meeting and make plans for following up with attendees from the Spring Member Meeting. SR agreed to draft a message to members ahead of the August Board meeting to publicize elections and update on remodel.

2024 Elections: The Nominations Committee (NC) proposed revisions to the application packet and the nominations process, which will now require candidates to 1) attend one Board meeting or speak with a member of the Nominations Committee before being included on the ballot, and 2) complete the conflict of interest form prior to election. The Board will then review applications and invite candidates deemed to have no interests adverse to TPSS Co-op to the candidate forum at the Fall Member Meeting and to appear on the ballot. Applications will be made available shortly after the July meeting, and the NC will circulate a communications plan. Proposed dates for the election process are included in the Topical Calendar and will be finalized when the Fall Member Meeting date is set.

Expansion Planning: The EC and Board members set a date of August 11th for a Board workshop with their Columinate consultant to update the co-op's Ends Statements, spell out the co-op's values, and clarify the "whys" of expansion MH also said he would circulate a draft rebranding project created in collaboration with BlueBike that addressed Co-op values.

At its next meeting, the EC will examine the Grubb Road expansion and the financial circumstances that contributed to its closing.

The EC and Board also discussed the various ways consultants could help inform expansion planning. The Board identified an immediate need for a consultant who can share lessons learned from other expansion projects and give the Board feedback on their role during expansion. BG and MH agreed to follow up with contacts at other co-ops who may be able to share their experience.

General Board Communications: The Board discussed Columinate consultant, Rebecca Torpie's updated proposal which would provide support to the Board on communications and offer assistance to the GM and the Community Engagement Manager on coaching and separate activities. The Board accepted the proposal, understanding that MH would finalize the contract and include some overage time.

All the Board committees planned to establish and coordinate a standing meeting time, so their meetings did not coincide with the other committees.

GM Report: MH provided an update on tent operations during the remodel project, noting that air conditioning has been running in the tent and keeping conditions comfortable. MH also noted that based on a rotation system one staff person is always stationed outside, watching the refrigerator door and greeting people. MH commented that people seem pleased with the temporary office space being within walking distance of the store. MH received feedback that the signage at the store re: the remodeling is good.

Meeting Adjourned: 7:50pm

Board Representatives' Committee Memberships:

Finance and Audit Committee: BG (Chair), TD, MH (GM), and a Co-op manager
Membership and Community Affairs Committee: ED, AA, SD, KJ, MH (GM), and Chloe Thompson (Co-op staff)
Expansion Committee: BG, OK, ET, JG, MH
Nominations Committee: OK, ET

Term 2023-2024 Meeting Attendance:

Board member:	Dec	Jan	Feb	Mar	Apr.	May	June	July
Armbrister	N/A	N/A	N/A	N/A	N/A	*	*	Ex
De Dobrzynski	*	*	*	Ex	*	Ex	*	*
Dzekon	N/A	N/A	N/A	N/A	N/A	*	Ex	*
Gibson, B	*	*	*	*	*	*	Ex	*
Gibson, J	N/A	N/A	N/A	N/A	N/A	*	*	Ex
Jha	*	*	*	*	*	*	Ex	Ex
Keiner	*	*	*	*	*	*	*	*
Rieser	N/A	N/A	N/A	N/A	N/A	*	*	*
Teuwen	*	*	*	*	*	*	*	*
Amin	*	*	*	*	Ex	N/A	N/A	N/A
Beck	*	*	N/A	N/A	N/A	N/A	N/A	N/A
Dibbert	Ex	*	*	*	Ex	Ex	N/A	N/A
Stitt	Ex	*	Ex	N/A	N/A	N/A	N/A	N/A

(Ex=excused)

Board Terms:

<u>Board Representative</u>	<u>Term:</u>	<u>Term Ends:</u>
Armbrister	7 months (term after appointment)	2024
de Dobrzynski	3 years (term after appointment)	2024
Dzekon	7 months (term after appointment)	2024
Gibson, B	3 years (consecutive term)	2024
Gibson, J	7 months (term after appointment)	2024
Jha	3 years	2026
Keiner	3 years	2025
Rieser	7 months (term after appointment)	2024
Teuwen	3 years (consecutive term)	2026
Amin	Resigned	2025
Beck	Resigned	2026
Dibbert	Resigned	2025
Stitt	Resigned	2024