TPSS Board of Representatives Meeting
August 20, 2026
Open Session Minutes

Date/Location/Time: April 20, 2026 meeting 6:30pm*
Board members present: Orly Keiner (OK), Elizabeth Teuwen (*remotely*), Bob Gibson (BG) (*remotely*), Sheila Rieser (SR), Hilary Abell (HA) (*remotely*), Surabhi Dabir (SD), Jimmy Daukas (JD) *(remotely*) James Gibson (JG), Matt Littlejohn (ML), (*remotely*), and Margaret Morehouse (MM)
Staff present: GM: Mike Houston (MH) (*remotely)*
Minutes submitted by: Solveig Mortensen (SM), Board Administrator *(remotely)*

**Meeting held at Historic Takoma, 7328 Carroll Ave, Takoma Park*

Board ACTION:

- The Board approved the July 16, 2026 open session meeting minutes.
- The Policy Committee decided to meet quarterly hereafter.
- The Board approved the GM's 08.2026 Monitoring Report for Policy B-3, Asset Protection, with the understanding that the final version shows the insurance termination dates changed from June 2026 to June 2027.

Open Member Forum: There was no member input provided during the open member forum.

General Board Business: The Board reviewed procedures for their board email accounts.

Membership Committee: ***Updates on MIC Phase 1 outreach***
OK shared updates on the Co-op's Member Investment Campaign Coordinator, Susan Comfort's updated figure for committed membership pledges and encouraged the Board to strive towards its 10% goal over the next few weeks.

The Board discussed how to account for individual/s who would like to make a pledge but do not have the funds at that moment. MH clarified that pledges are counted towards the campaign once the subscription agreement is signed. If members are certain they will invest, they are encouraged to sign.

The MC and Board discussed ways and opportunities to support those making a pledge in walking them through the steps-including while tabling.

Planning for MIC Phase 2 outreach

SR reported that the Membership Committee (MC) has been gearing up for the launch of the public campaign, which commences the day after Labor Day. The MC is proceeding with the vision that they, the Board, and Co-op will vigorously reach out to the membership now. The sign up list for tabling was sent to the Board and Board members have signed up for tabling shifts starting on Tuesday, Sept. 8.

Once the public campaign launches, the Board plans to hold outreach calling sessions at Laurel Leaf every Wednesday evening. Based on observation and some industry advice, they are opting for a strategy of calling, leaving a message, and then emailing to effectively reach people.

Planning for Fall Member Meeting: The Membership Committee has nearly determined the time and place for the Fall Member meeting. The MC is favoring holding it during the week of October 18th at the Montgomery Community College Planetarium, where people could stay after the TPSS program for a planetarium show. The MC explained that the Fall weather and anticipation of more technical information to review lends itself to an indoor venue.

Policy Committee*: Updates on Policy Reviews* MM reported that the Policy Committee (PC) revamped the Topical Calendar to better align the Board's order of policies for review with the GM's order of policies for review. The PC will meet quarterly and review policies, looking at aspects the Board noted in res: to the GM's reporting and in res: to the policy itself. MM created a policy review table and lists all the policies the Board has reviewed and those that still need review. The PC will have a committee meeting in September and report to the Board in October. The final step in policy review is updating TPSS Co-op's website with the most recent version of the Policy Register.

GM Report: ***Review highlights from GM report***
For TPSS Co-op, a full audit occurs every other year; this year will entail a financial review and include supporting documents from the 2025 audit. The finance department is working hard to provide the financial review materials to the auditors, who will attend the next Board meeting.

The Co-op's Community Engagement Manager has assembled a plethora of materials for the public phase of the Member Investment Campaign. The Co-op's IT Manager has put in their notice, and TPSS is receiving new applications for their position. The three year staff survey will begin in August. Everyone in the store except the GM completes the survey, and the conductor of the survey randomly selects and interviews staff and provides a summary report in October.

The October MAFCA conference will be held virtually this year.

B-3 Policy, Monitoring Report: ***Decision to accept monitoring report for B-3: Asset Protection*** MH confirmed that TPSS Co-op has cybersecurity insurance. MH noted that this 2026 Monitoring Report for policy B-3 listed the insurance policies as ending in June 2026 and

will be modified to show they end in June 2027.

Recently there have been issues with aggressive panhandling near the store. In order to request a writ of no trespass for the store/TPSS Co-op's property, MH explained an individual/s has to surpass a certain threshold. For instance, TPSS Co-op cannot trespass an individual on a public sidewalk. However, the Co-op does have the ability to file a writ of no trespass for the store's property and/or contact the police if someone is harassing others from the sidewalk.

Meeting adjourned (Open session) and Closed Session commenced at 7:15pm

Term 2025-2026 Meeting Attendance:

Board Rep.:	Dec	Jan.	Feb	Mar	April	May	June	July	Aug
Abell, H.	*	*	*	*	*	*	*	*	*
Arimond, M.	*	*	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dabir, S.	*	*	*	*	–	*	Ex	*	*
Daukas, J.	*	*	*	*	*	*	*	*	*
Gibson, B	*	*	*	*	*	*	*	*	*
Gibson, J	*	*	*	*	*	*	*	*	*
Keiner, O.	*	*	*	*	*	*	*	*	*
Littlejohn, M.	*	*	*	Ex	*	*	*	*	*
Morehouse, M.	*	*	*	*	*	*	*	*	*
Rieser, S.	*	*	*	*	*	*	Ex	*	*
Teuwen, E.	*	*	Ex	*	*	*	*	*	*

(Ex=excused)

Board Terms:

Board Representative	Term:	Term Ends:
Arimond, Mary	*3 year*	*Resigned (2027)*
Abell, Hilary	1 year term	2026
Dabir, Surabhi	3 year term	2028

Board Representative	Term:	Term Ends:
Daukas, Jimmy	3 year term	2028
Gibson, Bob	3 years (consecutive term)	2027
Gibson, James	1 year (appointment after filling term)	2026
Keiner, Orly	3 years (consecutive term)	2028
Littlejohn, Matt	1 years (appointment)	2026
Morehouse, Margaret	2 years	2026
Rieser, Sheila	3 years (after appointment and filling term)	2027
Teuwen, Elizabeth	3 years (consecutive term)	2026

Board Committees:

- Policy - Margaret [chair], Elizabeth, James, Surabhi
- Membership and Community Affairs - Sheila [chair], Bob, Margaret, Hilary
- Nominations - Jimmy [chair], Sheila, Orly, Surabhi, Matt
- Finance and Audit - Bob [chair], James, Matt, Margaret
- Expansion - Elizabeth [co-chair], Bob [co-chair], Orly, Sheila, James, Jimmy, Hilary
- Personnel - Orly [chair], Elizabeth