TPSS Board of Representatives Meeting
September 17, 2026
Open Session Minutes

Date/Location/Time: September 17, 2026 meeting 6:30pm*
Board members present: Orly Keiner (OK), Elizabeth Teuwen, Bob Gibson (BG) (*remotely*), Sheila Rieser (SR), Hilary Abell (HA), Surabhi Dabir (SD), James Gibson (JG) (*remotely*), Matt Littlejohn (ML)
Board Members absent: Jimmy Daukas (JD), Margaret Morehouse (MM)
Members: Peggy Brown, Will Payne, Kate, Ross, Shane McNair-Hill
Staff present: GM: Mike Houston (MH)
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 September 17, 2026 open session meeting minutes; MM abstained due to absence from the meeting.
- The Board modified the meeting's agenda to have a broader discussion on the agenda item "Managing the workload during and after the capital campaign" in the closed portion of the meeting.

General Board Business: The Board took note of procedures for their board email accounts.

Membership and Community Affairs Committee (MCAC): ***Updates on MIC Phase 1 outreach Investment Campaign:*** SR described the recent member investment campaign work of MH and the Community Engagement Manager (CEM), Amy Leo: creating campaign materials, posting campaign signage, and sending emails and postcards.

SR shared that following their work, several Board members have begun additional member investment campaign activities. OK wrote a piece for the newsletter and Board members have been tabling, focusing on the campaign, which will last through October 31. Additionally, OK has been hosting weekly calling on Wednesday evenings at Laurel Leaf. The calling sessions and tabling have been motivating and gratifying, as most members contacted expressed support of the co-op and the campaign.

One neighborhood drop-in gathering, where Board members will share about the member investment campaign, will be held on September 26th in the Lincoln Rd and Boyd Rd neighborhood from 10-1pm. Board members and the GM noted other event opportunities to discuss the investment campaign, including the Eat an Apple with Us and campaign Q&A event on 9/20, the Takoma Park Street Festival

on 10/4, and the virtual campaign Q&A on 10/11. ML shared that he and MM may organize a neighborhood event as well.

For the next MCAC meeting, Board members asked the MCAC to discuss and plan for the key public campaign events the Board will be involved in over the next six weeks.

As the MCAC explored Montgomery Community College's planetarium as a venue, they learned that for the tentative Fall Membership meeting date there would be a simultaneous class and limitations on food and drink. So, now, the MCAC is planning to have the meeting at the Takoma Park Fire station on Monday, October 19th from 6-8pm. The MCAC still plans to explore utilizing the planetarium for a member-investor event on another date.

Nominations Committee (NC): ***Declaration to run for the Board***
The Board has spoken with a number of potential Board candidates and is looking ahead to the fall election and is cognizant of board terms.

Board members with expiring seats shared their intent to run again or not run for the Board. ET and ML planned to run and JG and HA said they will not be running. Board members commented that this is a high functioning Board and being on it has been a good experience. Some saw the membership campaign or expansion project as other avenues for participating with the Co-op.

Board Officer positions are determined by November, so they can be added to TPSS Co-op's alcohol license prior to December 1st.

The Nominations Committee's most recent focus has been on drafting a proposal re: elections procedures, which would be included as an addendum to the policy register. The NC had drafted the addendum but there had been some discussion on the draft's level of specificity, so that it is sufficiently clear but not too proscriptive.

The NC and the Board recognize that a new set of procedures might require a by-law modification. When the Board formally does its by-law review they may need to revisit this proposal on the elections process.

ET reported that MM and she have already reviewed the by-laws once and compared it to the template from the consulting group Columinate. They hope to bring suggested changes to the Board after the member investment campaign and in time for the spring member meeting.

GM Report: ***Review highlights from GM report***
Mike asked board members to review and approve a draft page of the soon-to-be-released Annual Report that lists board member names, term expiration, and career titles.

MH shared that the CEM has been doing a tremendous amount of work on general outreach and member appreciation and the member investment campaign.

The 2026 Annual Report will be available and provided at the fall membership meeting and on the Co-op's website in October. Once the draft with the financial materials was ready, the Board would receive it.

Inventory for the end of the quarter will happen at the end of September.

The Finance Manager, Yodit Gebremeskel, and her team are completing the materials for the financial review. The open positions at the Co-op seem to also be close to being filled. Upcoming will be TPSS Co-op's first payroll using Paylocity and the Co-op is hoping to see increased functionality.

The Crossroads Market 20th anniversary was a real celebration, and TPSS Co-op was happy to be there–and with SR and some member volunteers.

The NCBA CLUSA campaign will eventually share the outcome of their message testing; the goal of their campaign is to create a Sierra Club style membership program for co-ops, where members pay passively on the work they do. NCBA CLUSA used TPSS Co-op to message test (experimenting with best communication forms, email, etc.) and will now do testing with an electrical coop.

In regards to what TPSS Co-op is doing to monitor staff satisfaction during and after the expansion period, Co-op management is exploring holding the staff satisfaction survey more frequently. Perhaps they will have it every year or every other year instead of once every three years.

In regards to the process for updating the HR policies in the employee handbook, the handbook has not updated since 2014. TPSS Co-op staff organized in 2017 and since the union formed the handbook has been sent to the union's labor lawyer for finalization.

Meeting adjourned (Open session) and Closed Session commenced at 7:25pm

Term 2025-2026 Meeting Attendance:

Board Rep.:	Dec	Jan.	Feb	Mar	April	May	June	July	Aug	Sep
Abell, H.	*	*	*	*	*	*	*	*	*	*
Arimond, M.	*	*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dabir, S.	*	*	*	*	–	*	Ex	*	*	*
Daukas, J.	*	*	*	*	*	*	*	*	*	Ex
Gibson, B	*	*	*	*	*	*	*	*	*	*
Gibson, J	*	*	*	*	*	*	*	*	*	*

Keiner, O.	*	*	*	*	*	*	*	*	*	*
Littlejohn, M.	*	*	*	Ex	*	*	*	*	*	*
Morehouse, M.	*	*	*	*	*	*	*	*	*	Ex
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
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