

# THREE RIVERS MARKET

## BOARD OF DIRECTORS MEETING

February 9, 2023

6:31 PM – 8:35 PM

Cansler YMCA, Knoxville, Tennessee

### MINUTES

#### **Board Members in Attendance**

Caitlin Seidler, Chair

Kimberly Lomonaco, Vice-Chair

Helen de Haven, Secretary-Treasurer

Adam Deen - *Arrived 6:32 PM*

Erin O'Tool

Drew Rutherford

Kathryn Tilson

Valerie Woodings

Damian Zannini

#### **Board Members Absent**

#### **Additional Attendees**

Fadi Aboush, General Manager

Kristen Yartz, Cooperative Relations Administrator

Andreas Bastias, Member

John Ledbetter, Member - *Departed 7:25 PM*

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### **PRELIMINARIES**

Call to Order: 6:31 PM

Meeting Preparation: 1 minute of silence

Roll Call with statement of preparation.

Member Forum – Andreas Bastias asked the Board of Directors to consider changing the current rule that staff members are ineligible to serve on the Board, which would necessitate a change to the Bylaws.

### **Agenda Review/Revision**

*Motion to approve Agenda moving up one orientation topic: Drew Rutherford, seconded: Kimberly Lomonaco; motion carried unanimously.*

**Consent Agenda:** January 2023 Board Meeting Minutes; Policy Monitoring Reports for Executive Limitations, #B12 – Smoke-Free Policy; and Governance Process, #D3 – Board Officers' Roles

*Motion to approve Consent Agenda: Helen de Haven, seconded: Kathryn Tilson; motion carried unanimously.*

## **GENERAL MANAGER REPORT**

### **General Manager Report**

#### Growth of Ownership

- The co-op welcomed 69 new members in January.
- The owner Paid in Equity for January was \$6,825
- Member Discounts and Staff Discounts discussed.
- The average weekly customer count for January was 23,363 compared to 21,029 customer count in January 2022, a 10% increase in Foot Traffic.
- Newsletter Performance and Preliminary Member Deli Survey Results discussed.
- Member Dividends

#### Nourishing Change

- The co-op collected \$5,539 for Pellissippi Pantry as January's Nourishing Change partner

#### Donations

- Donations were made to: Wayne Stock Local Music Festival, Dragon Fly Aerial Art Studio, and Tennessee Valley Unitarian Church.

#### Highlights of Accomplishments

- The co-op will be honored with the Mary Lou Homer Award at the Keep Knoxville Beautiful Orchid Beautification Awards on February 16.
- The co-op newsletter and member surveys were initiated.
- Successful establishment and support of co-op's Education, Engagement and Outreach Program.
- Plans to resume recycling at the store- plastic/glass dumpster, potentially bringing back reusable plates and cups for in-house dining, new ideas for customer needs in the bulk section.
- New workstation being built for Wellness Manager on the sales floor
- Local grower, John Ledbetter, is returning from a hiatus to sell his produce at the co-op.

## Financials

- Sales Growth from July 2022 – January 2023 as compared to July 2021 – January 2022 showed a 5.9% increase.
- Balance Sheet discussion

## Operational Updates

- The co-op continues to be fully staffed.
- Columinate Employee Survey update

## Stock/Supply Chain Issues

- Operational Updates provided for Stock/Supply Chain Issues. 9% out of stock.

## Building/Equipment Issues

- Roof repair above office, HVAC Unit replaced, Ice Cream Cooler continued issues, New Register Drink Cooler

## Policy Monitoring

### Policy Monitoring of #A: Global Ends

*Motion to approve Policy Monitoring #A-Global Ends not made at meeting; will be put on Consent Agenda for March 2023.*

## STUDY & ENGAGEMENT

### Orientation: Debrief on CBL101

### Orientation: Cooperative History, Principles, Values: Three Rivers Market

### Orientation: Our Co-op: Financial Condition and Business Plan

## Committees

Committee Charters will be reviewed online.

## Spring Retreat Planning

Sunday, April 16 will be the Board Retreat and will also include the April Board Meeting.

## Board News Assignments

## Action Item

*Motion to adjourn: Kimberly Lomonaco, seconded: Helen de Haven; motion carried unanimously.*

Certified: 

Secretary-Treasurer

March 9, 2023