

# THREE RIVERS MARKET

## BOARD OF DIRECTORS MEETING

February 13, 2025

6:30 PM – 8:40 PM

St. James Episcopal Church, Knoxville, TN 37917

### MINUTES

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

Adam Deen

Mary French

Adam Hughes

Kimberly Lomonaco, Vice Chair

Teri O'Meara

Caitlin Seidler, Chair

Debbie Sharp

Brian D. Williams

#### **Board Members Absent**

Alhen Drillich

#### **Additional Attendees**

Fadi Aboush, General Manager

Sarah Bush

George Butler

Julie Elfin

Mak Harmon

John Ledbetter

Steve Todd

Morgan Wilson

Kristen Yartz, Cooperative Relations Administrator

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### PRELIMINARIES

Call to Order: 6:30 PM

Action Items reviewed

Meeting Preparation – 1 minute of silence

Roll Call with statement of preparation

## **AGENDA REVIEW/REVISION**

Executive Limitations, B4 – Financial Condition (FINAL/APPROVED) postponed until March 2025 Board of Directors Meeting.

*Motion to approve revised Agenda: Debbie Sharp, seconded: Brian D. Williams; motion carried unanimously.*

## **CONSENT AGENDA**

January 2025 Board Meeting Minutes; Executive Limitations, Executive Limitations, B12 – Smoke-Free Policy, Governance Process, D3 – Board Officers’ Roles.

*Motion to approve Consent Agenda: Brian D. Williams, seconded: Teri O’Meara; motion carried unanimously.*

## **GENERAL MANAGER REPORT**

### Growth of Ownership - January

- New Members - 71
- Owner Paid in Equity - \$5,775

### Sales Growth - January

- Customer Count – 20,521
- Total Net Sales: \$742,861
- Average Basket Sale: \$35.12
- Average Basket Size: 6.5 items

### Member and Staff Discounts - January

- Member Discounts: \$16,773
- Staff Discounts: \$5,091

### Nourishing Change and Other Donations – January

- Little Chefs, Big Change - \$5,170
- Staff Gift Cards - \$325 (13 X \$25)

- Knoxville Firefighters Association - \$250
- St. James - \$100 – Water

#### Operational Updates

- Merchandising and Promotions Liaison delayed until February 2025.
- Community Projects Coordinator – Standard Operating Procedures and Grant writer

#### Stock/Supply Chain Issues

- Delivery delays issues with Albert's continue
- UNFI – out of stock issues continue

#### General Repairs

- We continue to wait on the arrival of walk-in cooler door.
- Waiting on estimate for awning for outside storage space.

#### Operations

- Employee Manual – Finalized
- Agreement Between Three Rivers Market and UFCW Local 1995 - Finalized
- Exploring/Discussion with UNFI – Free Service in Addition to NCG Advise for Center Store Reset Including the Removal of Slow Movers and Introducing New Merchandise Rated in the one hundred Top Sellers.
- Knowbe4 Security Awareness Training for Staff – Call with PCS
- Strengthening Co-op Union Relationships – Meeting with Chris Branum
- SMG – Customer Experience Survey – January 2025
- Preparing Staff Survey for March – Areas in Learning and Development? What Improvements Does Staff Want to See at TRM? What is Their Vision for TRM?
- Exploring Preliminary Ideas for Increasing Co-op Sales, Volcard, Wholesale Online Ordering – Conversation with NCG – Regarding Provisions Co-op Wholesale.
- Optimizing the Use of Available Space to Establish an Effective Online Ordering and Delivery System.

## **STUDY AND ENGAGEMENT**

### **Review Board Policy #A: Global Ends**

*Motion to accept A: Global Ends Policy report with a change to the header above wage to reflect that it is current as of submission of report: Teri O'Meara, seconded: Adam Hughes; motion carried unanimously.*

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

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

### **2025 Committees**

*Motion to approve Member Linkage Committee and Board Perpetuation charters as submitted: Caitlin Seidler, seconded: Brian D. Williams; motion carried unanimously.*

### **Board News Assignments**

### **Action Item Review**

### **Member Forum**

Mak Harmon

John Ledbetter


Morgan Wilson

Sarah Bush

Steve Todd

### **Adjourn**

*Motion to adjourn: Adam Hughes, seconded: Teri O'Meara; motion carried unanimously.*

Certified:  \_\_\_\_\_, Secretary/Treasurer

March 2, 2025