

# THREE RIVERS MARKET

## BOARD OF DIRECTORS' MEETING

June 12, 2025

6:34 PM –8:40 PM

St. James Episcopal Church, Knoxville, TN 37917

### MINUTES

#### Board Members in Attendance

Mary French

Adam Hughes

Caitlin Seidler, Chair

Debbie Sharp

#### Board Members Absent

Kimberly Lomonaco, Vice Chair

Teri O'Meara, Secretary

Brian D. Williams, Treasurer

#### Additional Attendees

Laura Barnett

Jonathan Blevins

George Butler

Kristen Faerber

Peg Hambright

Brett Johnson

Natalie Kurylo

Aubrey Langley

Jeff Scheafnocker

Morgan Wilson

Kristen Yartz, Cooperative Relations Administrator

#### Others Absent

Fadi Aboush, General Manager

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### PRELIMINARIES

Call to Order: 6:34 PM

Action Items reviewed

Meeting Preparation – 1 minute of silence

Roll Call with statement of preparation

## **AGENDA REVIEW/REVISION**

*Motion to approve Agenda: Debbie Sharp, seconded: Adam Hughes; motion carried.*

## **CONSENT AGENDA**

April 2025 and May 2025 Board Meeting Minutes; Policy Monitoring Reports for Executive Limitations, B7 – Emergency General Manager Succession; Executive Limitations, B13 – Logistical Support to the Board; Board-General Manager Linkage, C – Board General Manager Linkage; Board-General Manager Linkage, C2 – Accountability of the General Manager.

*Motion to approve Consent Agenda; Adam Hughes, seconded: Mary French; motion carried.*

## **GENERAL MANAGER REPORT**

### **Growth of Ownership – May**

New Members – 67

Owner Paid in Equity – \$4,550

### **Sales Growth – May**

Total Net Sales - \$792,778

7.4% or \$54,589 increase compared to previous year

Customer Count – 23,212

Average Basket Sale - \$33.03

Average Basket Size – 6.2 Items

### **Member and Staff Discounts – May**

Member Discounts - \$17,314

Staff Discounts - \$5,791

### **Additional Discounts – May**

CX Discount - \$175

Other Discounts - \$1,150

## **Nourishing Change and Other Donations for May**

Nourishing change – Centro Hispano - \$5,027

Holleroo Event - \$427

TRM paid for Employee PMI - \$400

## **Operational Updates**

### **Staffing**

Possible opportunity for P/T staff in Prepared Foods

We hired P/T position for the Meat Department

### **Stock/Supply Chain issues**

UNFI – out-of-stock issues continue.

### **General Repairs and Maintenance**

Waiting on Solar Panel cleaning crew.

Waiting on arrival of side wing shelves and parts.

Received meat department low temperature dehumidifier and waiting on electricians for installation.

Bubbies single serve – freezer in the works – free of charge.

Meat department stand-up freezer – for in house made broth – to replace current freezer.

Working on estimates on replacing current large drink cooler.

Received Olipop cooler – free of charge- waiting on electricians for electrical outlet installation.

### **Operations**

- Work continues on the design of the new TRM website.
- SMG – Customer Experience Survey – May 2025
- In-house execution of Instagram and Tik Tok. – Possible candidate in mind.
- Employee Surveys – to complete in June and have them ready for July Board Meeting.

- Plans for further workshop and training opportunities for Produce, Meat, Deli, Merchandising and Promotion Liaison, grocery, and MCS. In the month of June, 5 team members will travel to St. Paul and receive training from an NCG Fresh focused workshop.

## **STUDY AND ENGAGEMENT**

### **Policy Monitoring Report for Executive Limitations, B4 – Financial Condition (3<sup>rd</sup> Qtr)**

*Motion to approve Policy Monitoring Report for Executive Limitations, B4 – Financial Condition (3<sup>rd</sup> Qtr): Mary French, seconded: Debbie Sharp; motion carried.*

### **Orientation: Our Co-op: Key Relationships and Industry Trends**

Submitted to the Board of Directors

### **2025 Election**

*Online vote to approve the Election Code, Candidate Application and Candidate Pamphlet for the 2025 Board of Directors Election. Motion carried via email.*

### **Appointments**

*Motion to appoint Jackie Kittrell to Seat 6 (term ending December 2026) and Fred Stephens to Seat 7 (term ending December 2025): Mary French, seconded: Adam Hughes; motion carried via email.*

### **Member Picnic Planning**

### **Board of Directors' Procedures Manual**

*Motion to approve Board of Directors' Procedure Manual: Debbie Sharp, seconded Mary French; motion tabled to July meeting.*

### **Owner Engagement Committee Documents Proposal**

## **Board News Assignments**

## **Action Item Review**

## **Member Forum**

Jonathan Blevins

Kristen Faerber

Laura Barnett

Brett Johnson

## **Executive Session**

Discussion of June C Policy Monitoring Reports.

## **Adjourn**

*Motion to adjourn: Adam Hughes, seconded: Mary French; motion carried unanimously.*

Certified: , Chair

July 10, 2025