



618 Kensington Road  
Syracuse, New York 13210

[syracuse.coop](http://syracuse.coop)

P: 315-472-1385

F: 315-422-9021

[contactus@syracuse.coop](mailto:contactus@syracuse.coop)

---

## SCM BOARD OF DIRECTORS MEETING

November 29, 2022

### MINUTES

**Board Meeting Commenced:** 6:12p

**Location:** Remote - Zoom

**Present:** Meg, Colleen, Leah, Katie, Jen, Jeremy, Gabe

**Absent:** Noreen, Abigail, Rich

#### PRELIMINARIES

**Ends:** Waived

**Ground Rules/Guest Rules:** Waived

#### AGENDA REVIEW

Salina store manager Gabe is present in accordance with management continuity objectives and he briefly introduced himself at the beginning of the meeting. The Ends report, new members, and the B.2, B.7, B.8 reports were postponed until the December board meeting, and Board policy monitoring is tabled until the Board retreat.

#### VOTING AGENDA

**October Minutes:** Katie moved to accept the minutes, seconded by Colleen. No discussion, all board members present voted in favor.

**B.1 Financial Condition (Q1 9/30/22) GM Monitoring Report:** Jeremy reported compliance based on the most recent quarter. Jeremy discussed bookkeeping setup for accounting by store and noted that it is causing one section of this report to appear incorrectly. Meg requested that Jeremy work on that for next time or to make sure to annotate the report with an explanation. The stores out-performed the budget this quarter by about \$13k. Jeremy and Gabe discussed managing inflation, shrink, margin, & pricing. We had a great number of new members sign up this past quarter. After a reevaluation from NCG we received a 25% refund from the Joint Liability Fund because they have assessed the new store to be a lower risk (previously discussed); this showed in our cash position for the quarter. Meg moved to accept the report noting the error in the budget table on page 3. Seconded by Colleen. Further discussion: Colleen commended the staff for persevering and putting in the effort to make the new store a success. All board members present voted in favor of accepting the report.

#### GM FYI REPORT

Jeremy and Gabe gave a brief Thanksgiving recap. October was a great month overall, and the Salina store broke \$100k in sales for the month for the first time, with tremendous improvement over last year. Overall, we are beating our budget significantly at this point. We are continuing to plan for renovations at Kensington and a reset at Salina.

#### DISCUSSION AGENDA

**Conflict of Interest Declarations:** none

#### Committee Reports:

- **Board Perpetuation Committee:** The board discussed counting the ballots for this year's Board election. So far 94 electronic votes have been cast. Jeremy and Colleen will count election results by Zoom after voting closes, unless there were any paper ballots in which case Jeremy and Colleen will meet in store. Jen will do a final push for votes on Wednesday. Election results should be ready to be announced in the e-newsletter that goes out on December 8. The board retreat will be structured to partially cover onboarding for new board members and team-building. Our CBLD consultant Hether also offered to do a separate orientation session on board fundamentals for our new board members, and Jeremy will be doing a financial training by the end of January. We have several prospective board appointees; if one of the commits, in January the board should also be able to vote on Abigail's resignation.
- **Member Engagement Committee:** The Member Engagement Committee is working on planning for the launch of the Round Up at the Register program that will kick off on January 2. The board discussed marketing for the program launch & sharing marketing materials with the participating organizations.
- **Executive Committee:** The Executive Committee has been working with Hether on planning the annual board retreat. The retreat will be held Sunday, January 8 from 9:30a-1:30p. The retreat will cover general

orientation and team-building and principles of cooperative governance. Ideas for an actionable task/project to work on during the retreat include working on revisions to the policy manual, crafting a policy for community engagement, discussing approaches to GM evaluation, developing the board officer job descriptions, and working on developing board training & succession planning. Meg will schedule a December CBLD meeting with Hether to discuss further. Meg asked for feedback on these ideas; Colleen suggested policy revision because it would be a good way to demonstrate governance to new board members. Katie agreed. Policies to work on revising were discussed.

**Annual Meeting Debrief:** Meeting minutes are available to review in the meeting folder on Basecamp. The board shared feedback about the meeting. Colleen liked that it was online again this year and thought that that made it more accessible for people. Katie thought attendees asked thoughtful questions and that the dialogue was respectful. Meg thought that Jeremy did a great job of sharing both concrete and anecdotal data in his responses to members' questions. Leah thought that the meeting ran smoothly and the information was presented in a way that was easy to understand.

**Staff Benefits Discussion:** Meg shared feedback from CBLD about the board's role in the discussion of staff benefits. Jeremy shared his thoughts and Leah shared her perspective about having broader benefits for staff being a part of the Co-op's goals as we move forward. NCG offers resources related to this topic and Meg said she would like to explore those next year. This will be on the 2023 board planner for continued study and for inclusion in Staff Treatment policy monitoring.

**Audit Update:** Meg and Jeremy discussed progress with the audit and whether time should be carved out in the December board meeting for audit discussion.

**Adjourned:** 7:44p