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SCM BOARD OF DIRECTORS MEETING

December 19, 2023

MINUTES

Board Meeting Commenced: 6:08 pm

Location: Zoom

Present: Meg, Colleen G., Colleen C., Tracy, Leah, Rich, Jen, Jeremy, Steve Plank (guest), Lauren Bolden (guest)

Absent: Ryan, Jason, Denee

PRELIMINARIES

Ends: Waived

Ground Rules/Guest Rules: Waived

INTRODUCTIONS

Board members, staff, and guests gave brief introductions at the beginning of the meeting.

AGENDA REVIEW

Meg reviewed the agenda, noting that this meeting will be streamlined so we can end early. Meg reviewed important upcoming dates, including our first Coffee at the Co-op meet up on January 11.

VOTING AGENDA

November 28 Board Meeting Minutes: Colleen G. moved to accept the minutes as submitted, seconded by Leah. No discussion. All board members present voted in favor.

New Members: Meg moved to accept the new members as listed in the FYI report, seconded by Colleen G. No discussion. All board members present voted in favor.

GM Monitoring Report B.10 Logistical Support: Jeremy reviewed the report. Jen has provided logistical support for the board as the board administrator since 2016, and we may transition to a new board administrator in the new year. Board documents are stored on Google Drive, as well as an updated policy register. Jeremy also has a paper archive of board documents and there is an archive of digital files on Google Drive. Meg asked if we had an archive of the files and documents that had been stored on our Basecamp account. Jeremy responded that it appears all of our data was deleted when he canceled the subscription to the account. Most documents are available elsewhere, such as the board meeting minutes, and Meg may also have copies of some documents on file. Jeremy will check with Basecamp to see if there is any way to retrieve our files. Rich asked if, for the GM evaluation, the board relies on the monthly meeting minutes or do we go back and review the reports? Meg responded that she uses the minutes combined with information from the Communication to the Board report, which summarizes each report monitored and its approval/compliance status. Meg moved to accept the B.10 report, seconded by Rich. No further discussion. All board members present voted in favor.

Audit Vote: Jason, Colleen G., Leah, Ryan, Meagan, Colleen C., Tracy voted by email in favor of accepting the Audit (12/1/ - 12/13/23); no other votes cast. Motion carried.

GM FYI REPORT

- **Kensington:** The delivery date for the new coolers is in early March, and Jeremy is looking to schedule installation in early April. Jeremy is looking for a second quote for the facade & ramp project, and has also been working with our architect to explore alternatives to building a ramp, such as installing a lift. Colleen G. asked if we could more publicly promote the project and solicit bids that way. Jeremy responded that he wants to do more research first but that that is an option. Meg asked if Jeremy had checked in with ARISE. Jeremy responded that they have said in the past that they have not worked with contractors, but Jeremy thinks that our architect will complete a thorough study.
- **Salina:** Jeremy is continuing to work on managing labor expenses at the Downtown store. Two staff members will be terming out in January. Sales growth is still underperforming, and the Market as a whole is down in sales. Jeremy has invited Maarten to the February board meeting to discuss this with the board. We are still looking for a new buyer/receiver. Meg asked how things are developing at the Downtown store, if there are new trends or changes. Jeremy responded that we have had a bit of accelerated sales growth the

past couple of weeks, but that Thanksgiving sales were a bit disappointing. We need more traffic at the Downtown store. We are planning a Buffalo Seitan Redux campaign that will hopefully generate some excitement.

- **Marketing:** The new website is coming along, and board members can use the link to the test site to see a preview.

DISCUSSION AGENDA

Conflict of Interest Declarations: none

Annual Meeting Minutes: The minutes from the 2023 Annual Meeting are now available for review in the board meeting folder on Google Drive. Board members should review the minutes and add comments or questions, and the board will continue the discussion via email and vote on them at the next board meeting.

2024 Board Calendar: This will move to email, along with a re-evaluation about which day/time will work best for the majority of board members to meet each month in the year ahead.

Board Election Results: Ballots closed on December 9. Jeremy reviewed the digital ballots and sent results to the board. The results are as follows: Colleen C. - 67 votes; John D. - 51 votes; Tracy H. - 64 votes; Jason S. - 59 votes; Ryan S. - 59 votes. Alex's and John's terms will begin at the January board meeting. We have one seat still available. Meg moved to accept the board election results, seconded by Colleen G. No discussion. All board members present voted in favor.

Committee Reports:

- **Board Perpetuation Committee:** Guests at tonight's meeting have expressed interest in joining the board, and there are a few other potentially interested candidates who are peripherally engaged. We have one open seat left and are looking for an appointee. There's a brief application on the Co-op website under the "Board" section for interested candidates to complete, as well as more information about the board and what we look for in a candidate.
- **Policy Revision Committee:** No updates. The board will be working on self-monitoring as part of the upcoming board retreat in January, and will be discussing B policies in 2024.
- **Member Engagement Committee:** Board members can sign up for upcoming Coffee at the Co-op member meet-ups using the Google Doc in Drive. Two board members are needed to volunteer for each meet-up.
- **Executive Committee:** The retreat agenda has been created by Hether, our CBLD consultant who will be leading the retreat. The retreat will be held in person in the Community Room at the Salt City Market from 9am-2pm on January 21. Topics will include strengthening the leadership team, monitoring C and B policies, a possible Ends revision, and a grocery basics training.

EXECUTIVE SESSION

There was a brief discussion about the performance of the Salt City Market. GM evaluation was discussed, no motions raised. Further discussion moved to email.

Adjourned: 7:20p