



618 Kensington Road
Syracuse, New York 13210

syracuse.coop

P: 315-472-1385

F: 315-422-9021

contactus@syracuse.coop

SCM BOARD OF DIRECTORS MEETING

July 16, 2024

MINUTES

Board Meeting Commenced: 6:14 pm

Location: Zoom

Present: Ryan, Meagan, Alex, Colleen C., Leah, John, Lauren, Rich, Jen, Jeremy, Colleen G. (left 6:40p)

Absent: Tracy, Jason

PRELIMINARIES

Ends: Waived

Ground Rules/Guest Rules: Waived

AGENDA REVIEW

Meg shared an overview of the agenda, including these reminders:

- The next CBLD meeting is Tuesday, July 23 at 9am.
- The Finance Committee will be meeting Tuesday, August 6 at 9am.
- The next Coffee at the Co-op member meet-up is Thursday, August 8 at 9am.
- The next board meeting is Tuesday, August 13 at 6pm at Commonsplace.

MEMBER FORUM

NA

VOTING AGENDA

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

New Members: Postponed

GM Monitoring Report B4 Communication to the Board: Postponed to next month

Legal Documents Review Committee Charter: Colleen G. put this charter together and gave a brief overview of the committee's goals including reviewing & updating the bylaws and Certificate of Incorporation. Colleen C. asked for clarity about the part of the charter that mentions reviewing the parts of the bylaws that reference the "general manager" title. Colleen G. explained that Jeremy has requested a title change but the board is unable to approve this due to the language in the bylaws, so reviewing this would allow for a potential title change for that role. Meg moved to approve the committee charter, seconded by Ryan. No further discussion. All board members present voted in favor.

Member Engagement Committee Charter: Postponed

GM FYI REPORT

- **Kensington Updates:** The new windows have been installed at Kensington. The stairs, ramp, new door, and cladding remain to be finished. There have been a few complications with the new coolers due to the air conditioning malfunctioning, which has impacted the operating of the coolers. The heat and recent heat waves have made things more challenging. However, last week frozen sales were up 26% at Kensington which is amazing. Prepared foods is also showing good growth at Kensington with the new coolers. We will need to close a day for the stairs installation. Customer feedback on the store improvements has been overwhelmingly positive. Colleen C. asked if we will need to modify the construction permits due to delays, and Jeremy responded that he checked in with the permitting desk and that shouldn't be necessary. Meg asked how much the closure set us back in sales. Jeremy estimated it cost us about \$30-35k in sales, but frozen clearance sales before the closure and increased sales after the closure may have compensated for that.
- **General Updates:** The SEDCO application was submitted June 11. Jeremy will follow up to make sure it's all in order. Meg asked if everything is on track with closing out the year and the audit. Jeremy responded that the field work for the audit is coming up and our auditor is aware of the timeline for the final audit report in order to have it ready for the annual member meeting. Meg asked if Jeremy has draft numbers for the B1 monitoring report. Jeremy shared an internal document with margin numbers and sales data. Margin

numbers are at 36.9% and the goal is 37%. Top performing departments are Prepared Foods, Produce and Grocery.

DISCUSSION AGENDA

Ends Policy Report Framework Review: The Ends Policy is the Co-op's version of a mission statement. The idea is that Jeremy should be able to use the Ends Policy to compile his reports and communicate how we are carrying out our values to customers & members. This is our chance to look at the kinds of metrics used to evaluate these goals. Jeremy shared the current Ends Policy and framework he is using, and some of the data around things like local sales & vendors, living wage, Double Up Food Bucks sales, and owner participation. Jeremy would like to reconsider the use of the word "healthy" in the Ends statement. He invited board members to let him know if they have things they would like to see included in this report so he can develop it further. Jeremy will send his draft to the board via email for them to review.

Staff Survey & Prep for B6 Staff Treatment: Jeremy will put out the staff survey soon, based on the NCG staff survey model. Jeremy & the board discussed potentially creating an incentive for the staff to complete the survey, and Jeremy said he will think about this further.

Committee Check Ins:

- **Board Perpetuation Committee:** The board application is ready to go out; no changes have been made except for the Board Perpetuation Committee chair contact information. Meagan sent the application to Jeremy, Jen & Don to be uploaded to the new website and sent out via the Co-op's communications. The committee also worked on the board rotation chart. Alex, Lauren, Colleen G. and Colleen C. are all up for re-election this year. Meagan requested they please let her know as soon as possible if they plan to seek re-election. If so, we do not need to recruit new board members unless we want to have a competitive election this year.
- **Executive Committee:** The Executive Committee has been working with CBLD on the board's conversations around DEI. Jeremy again raised the issue of what "healthy" means and how this could potentially be an alienating or exclusive concept. He has been in conversation with Gabby at NCG about implementing a food affordability program and she offers a presentation about expanding or shifting our ideas about what "healthy food" means. Board members expressed interest in seeing the presentation.
- **Policy Review Committee:** Colleen C. reported that the last policy the committee worked to revise was D3, and will be working on D4 and D5 next. Meg proposed to do the vote on these policies next month and to discuss via email as well.
- **Legal Documents Review Committee:** Ryan will coordinate with Colleen G. about the committee's next check-in.
- **Member Engagement Committee:** Board members discussed whether to proceed with the monthly Coffee at the Co-op event, noting low attendance. Leah suggested holding them at Kensington or at different times of day. The meet-up at Kensington was noted to have been the most successful one. A happy hour meet-up was also suggested. Meg would like to get feedback about what types of Member Engagement events members are interested in at the Annual Meeting. The August Coffee at the Co-op will be held at the Kensington store.

EXECUTIVE SESSION - Discussed GM compensation and evaluation, no business conducted.

Adjourned - 8:14 pm