

# ***Deep Roots Market Board Of Directors Meeting Minutes-Mar 23. 2020***

## ***Call to Order (#1)***

A regular meeting of the board of directors of Deep Roots Market Cooperative was held on Monday, March 23, 2020. Due to social distancing restrictions caused by COVID19, the meeting was held online using Webex and hosted by Haley Mills. The meeting was called to order by Joel Landau at 6:00 pm. An opening blessing and moment of silence was initiated by Yvonne Lee-Hawkins and observed by those in attendance.

## ***Attendance***

Board Members Present: Joel Landau, Kathleen Donohue, Linda Sullivan, Haley Mills, Hope McLean, Chris Kwong, Stefan Hauke, Yvonne Lee-Hawkins, Sheldon Herman. No absences.

Others in Attendance: Nicole Villano (General Manager), Ken Causey (outside consultant)

## ***Approval of Minutes/Review of Action Items (Agenda items 2 and 3)***

Due to extreme pressure caused by covid19 increased workload, Matt was unable to produce these.

## ***Agenda Item 4: Agenda review***

Agenda items #6 was modified. Nicole will give board an overview of the effect of covid19 on store operations but will be unable to produce regular reports. The sales comparison report is included in our packets. Agenda item #8 will be skipped tonight. Agenda item # 7 will be skipped. These agenda changes are due to increased workload on Nicole caused by covid19.

Chris proposed that Nicole be excused from completing IMR 2.2 this month. It passed unanimously.

## ***Open Session***

### ***Agenda Item 5: Capital Campaign Committee Report given by Ken Causey***

Due to unusual circumstances presented by covid19, it was judged to be a bad time to try to fundraise. Ken and his team have switched gears to help get curbside pickup and delivery systems online and on social media. Curbside is pretty much ready to launch. Volunteers need to be recruited to shop, load and deliver. As soon as things settle down, and store personnel have time to set up paypal, the donation button will be ready to go. A new phone script will be written, and other fund-raising efforts will resume.

### ***Agenda Item 6: Report from GM on Store Operations/Sales-Nicole Villano***

Nicole reported on the effect of covid19 on staff, store operations and sales. Sales and foot traffic have increased greatly. Concurrently so has stress on staff from increased workload, anxiety about becoming ill, and attempts to meet increasing governmental rules regarding sanitizing, social distancing within store, closing of food bar, etc. Staff has had to cross train and learn new jobs in order to assist in overworked areas and fill in for sick coworkers. There has also been increased security issues, with people coming into store and walking around without purchasing anything. There is a feeling among staff that these people are possibly casing the store for robbery. Attempts have been made to get increased police protection, but they too are understaffed and spread thin. Nicole will look into hiring off duty police as security (\$30-50/hr). Online shopping, curbside pickup and delivery service as potential to reduce foot traffic but has

been time-consuming to roll out. Hopefully this will be up and running very soon. Café has closed by government order but kitchen has shifted to increased prepared takeout offerings. Menu on website. All returns have been discontinued for duration of pandemic. Cone Hospital is using their van drivers to deliver DR food to their clients at their cost. Staff has been given an n across the board \$1/hr raise, making current starting salary \$10.50/hr., up from \$9.50/hr. Landlord will install plexiglass at each checkout. Masks provided to at-risk staff members. If sick staff member gets doctor note saying they are out due to covid19, they will get paid while on sick leave and hopefully store will be reimbursed by gov't.

**Agenda Item 9-Authorizing Nicole as DRM's Designated Rep to NCG**

Linda made motion to designate Nicole as DRM's rep to NCG. Yvonne seconded. Approved by board unanimously.

**Agenda Item 10: Annual Owners' Meeting-online or in person**

After some discussion it was agreed that, due to covid19, it is prudent to go ahead and schedule Annual Owners' Meeting online, and all agreed to stick to original May 2, 2020 date. Yvonne made the motion to have it online and Chris seconded. Approved by board unanimously. Nicole, Haley and Joel will research the various platforms and options for voting and report back to board via email.

**Agenda Item 11: Policy Governance 3.2-Accountability of GM (review)**

Yvonne presented PG 3.2. Board saw no reason for change and Joel acknowledged that we were doing a good job at letting Nicole be our point person to staff. Next PG is 4.0. Kathleen will be presenter.

**Agenda Item 12: Address Any Other Fiduciary, Personnel, or Other Non-Public Board Issues- Joel Landau**

No Executive Session was called.

***Adjournment***

The meeting was adjourned at 7:15 pm.