

## **DPFC Board Meeting Minutes**

### **September 18, 2023**

Meeting minutes by Nora Bryne

**In Attendance:** Brock Auerbach-Lynn, Whytnee Bush, Nora Bryne, Christine Bucheit, Troy Martin, I'Talia McCarthy, Corey Conn (*uncertain of last name*)

#### **Meeting Agenda** (Decision)

Meeting agenda approved unanimously by the Board.

#### **Owner Comments** (Listening, XX)

Positive feedback on turn around plans and updates around the store from owner Corey.

#### **Operations** (Discussion)

##### Staffing and Hiring

I'Talia reported Alexis returned and is the night lead cashier. A new person started in center store and produce. Two people went back to work part-time. New person in deli starts in a day. I'Talia hopes to bring in one more person in the deli as long as sales continue to climb.

##### Store Changes - recently completed and upcoming

I'Talia reported Slagel Farms is back in store and Mushy Face will drop off pet food soon. Bulk eggs are now for sale. For the upcoming holiday season, specialty vendors will supply local cheese, jams, and higher tier items.

##### Capital Campaign Update

Brock noted the crowd-funding campaign is at \$1,700 from new owners. There is a need to bring in capital right now because of low cash and lenders advising to continue raising additional funds. Brock suggested running the campaign to the end of October. I'Talia noted upcoming co-op month and store working on a swag bag for owners to increase their equity. Whytnee noted holidays are a time for people to donate more and potential to reframe as community support.

##### Landlord and Next Door Building Update

I'Talia reported waiting on a call back from the landlord. Suzanne noted a strong need for a lawyer to advise on lease details, especially the taxes sold in 2020. I'Talia noted rent is continuing to be withheld because the owner is deceased and unclear of where funds are going.

##### UNFI Fulfillment Update

I'Talia reported Edwin is working on replacing items. The bulk section is suffering the most from items being unavailable at Racine Warehouse. I'Talia noted NCG is setting up a meeting with four other co-ops who are in the suburbs to review the contract.

### Margins Guidance from Dan/Firebrand

I'Talia reported margin guidance from Dan was sent to Josh, who is slowly making changes due to warehouse availability. Brock asked if there are any major changes with the guidance. I'Talia noted most item prices increased by a few cents and field day products stayed the same due to the NCG contract.

### **Additional Topics** (Discussion)

#### Previous meeting action item review

All action items reviewed by the Board. All are complete or in progress.

#### Feedback from Firebrand, turnaround update

Whytnee reported an upcoming meeting with Edwin and Phil is scheduled to discuss qualitative components of the feedback from Firebrand. Whytnee noted this tracking spreadsheet will be helpful for future board members.

#### CCLF meeting

Brock reported Aaron visited the store for the Love Local event and spent quality time with Board members and staff. At the upcoming CCLF meeting, Brock will ask for four more months of payment deferment. There is a potential to defer till June 2024 and then start partial repayment. Brock noted the lenders may ask the store to start making payments into a shared account, which encourages saving and does not go directly to the loan.

#### Love Local event debrief

I'Talia and the Board noted lots of people in attendance for the Love Local event, including some who came just for the tastings. Whytnee noted a slower start and needed to bring in more owners. I'Talia hopes to schedule a similar event before Thanksgiving with more focus on beer and wine vendors. I'Talia noted the planning is very easy and does not require a budget.

#### Marketing update

I'Talia noted Lis meets with her every Wednesday to plan out promotional marketing. Christine asked if Lis can support the annual meeting and election promotion with printed materials. I'Talia noted templates exist to promote elections and will update with new branding guidelines. Brock requested social media posts not include direct sales visuals.

#### Elections/Recruitment

Brock reported three people have submitted interest forms from the website, with five open seats. Christine noted no formal Board applications have been submitted. I'Talia reminded Board to verify people have been owners for at least six months with Josh.

#### Annual Meeting Planning

Whytnee reported potential outreach to NPR to promote the Annual meeting. The plans for the Annual meeting can be found in Victoria's planning document. Christine is working on assigning roles and tasks

during the meeting. Lis will make a QR code for owners to vote through the elections website. Brock and Suzanne will write reports together for the year. There will be three posters on the turn around, general co-op values, and feedback questions for owners. l'Talia noted there will be food sampling available.

### **Crisis Management plan** (Discussion)

Whytnee noted with new Board members joining this year, the crisis management plan will be a helpful guide to crisis context and out of crisis management. Whytnee and the policy committee will deep dive at the next policy meeting.

Whytnee noted meeting minutes need to be uploaded to the website. Last update was January 2023. l'Talia will set up meeting with Lis and Christine to coordinate uploading. l'Talia noted meeting minutes uploaded to the website do not have hyperlinks or sensitive content.

Whytnee noted the CBL 101 is essential for board members. Broke noted low funding for training and potential to pay one-off training for incoming board members. Board will revisit it at the next meeting.

Whytnee noted a need to consolidate accountability for the GM with some of the turnaround updates. Suzanne noted a need to structure feedback and discuss further at the next policy meeting.

Whytnee reported the board policy calendar will be added to policy meetings to maintain crisis policy management. Christine asked how will the Board know if the store is no longer in crisis mode. Broke suggested adding a continuous vote at Board meetings to determine crisis mode.

### **Upcoming Items, Next Agenda** (Decision)

- General election
- annual meeting

### **Approvals** (Decision)

All items listed below approved unanimously by the Board:

- August meeting minutes, p.2
- Sept Finance Committee Minutes, p.8
- New Owners / Owner Equity Repurchases, p.11

### **Adjourn** (Decision, XX)

Meeting is adjourned unanimously by the Board.

## PROPOSED AGENDA

### Board of Directors Meeting

Monday, Sept 18, 6-8pm @ Dill Pickle Food Co-op + [Zoom Option](#)

Facilitator: Brock, Minutes: Nora

Time	Item (lead, outcome) // Reference, page #	Mins
6:00	<b>Opening, Check-in</b> (Meeting norms + director check-ins)	5
6:05	<b>Meeting Agenda</b> (Decision) <i>Adopt proposed agenda, p.1</i>	3
6:08	<b>Owner Comments</b> (Listening, Mike)	5
6:13	<b>Operations</b> <ul style="list-style-type: none"> <li>• Staffing / Hiring</li> <li>• Store Changes - recently completed and upcoming</li> <li>• Capital Campaign Update</li> <li>• Update on landlord and building next door</li> <li>• Update on UNFI fulfillment</li> <li>• Margins Guidance from Dan/Firebrand</li> </ul>	17
6:30	<b>Additional Topics</b> <ul style="list-style-type: none"> <li>• Review Action Items from last month's minutes</li> <li>• Feedback from Firebrand, <a href="#">Turnaround update</a> - see Fin Comm notes</li> <li>• <a href="#">CCLF Meeting</a> - discuss latest feedback from CCLF re: loans</li> <li>• Love Local Event debrief</li> <li>• Marketing update - Lis</li> <li>• Elections / Recruitment</li> <li>• <a href="#">Annual Meeting Planning</a></li> <li>• Food handler license</li> </ul>	45
7:15	<b><a href="#">Crisis Management plan</a></b> <i>Review Annual Board Calendar, p.XX</i>	15
7:30	<b>Upcoming Items, Next Agenda</b> (Decision)	3
7:33	<b>Approvals</b> (Decision) <i>August meeting minutes, p.2</i> <i>Sept Finance Committee Minutes, p.8</i> <i>New Owners / Owner Equity Repurchases, p. 11</i>	2
7:35	<b>Adjourn</b> (Decision)	