

## **DPFC Board Meeting Minutes October 16 2023**

Meeting minutes by Suzanne Keers

**In Attendance:** Brock Auerbach-Lynn, Whytnee Bush, Christine Bucheit, Troy Martin, Suzanne Keers, Victoria Birkbeck, Mike Strode, l'Talia McCarthy  
Board Candidates: Patrick Collins, Sarah Jane Wick, Josh Jensen, Mark Richman

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

Meeting agenda approved unanimously by the Board.

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

There were no non-board owner comments. Whytnee noted that she loves the new sandwich. Each of the four board candidates gave a brief statement of their qualifications and interest in joining the board.

### **Operations (Discussion)**

#### Staffing / Hiring / Union Negotiations

- No more hiring for the rest of the calendar year. Five new employees have recently been hired and are being trained. We have better staffing for closing and store conditioning.
- Union contract - We hope to meet with Union next week. l'Talia will send the draft contract to Dan to see if he can give some input.
- Healthcare costs will be going up 13% in January. This will be part of the Union negotiation.

#### Business Licenses and Bank Account Updates

- We have the information needed to submit the business licenses.
- Edwin set up a savings account to put aside money for catching up with rent.

#### Lender Updates

- We received the Omnibus agreement to defer our loans until February.

#### Store Changes - recently completed and upcoming

- Someone threw a ceramic bowl at one of the front windows and the outer window shattered. We have ordered a new window and filed for insurance.
- HVAC - we are getting service now and will be signing a service agreement for twice a year maintenance.

### Capital Campaign Update

- The campaign with new owners and increased equity has brought in about \$2K.

### Update on landlord and building next door

- I'Talia spoke to Mr. Silver and told him about the fire next store and that the fire marshall would like the front of that building boarded up.
- Our lawyer has provided insight on the lease and we will provide him with documentation of what has happened.

**ACTION:** I'Talia and Edwin are documenting our costs due to landlord neglect and also have the emails they sent documenting that we informed them in writing of the issues.

### Update on UNFI fulfillment

- The team is reviewing lists of top bulk items from UNFI that are unlikely to be discontinued to fill in holes in bulk. We are starting to buy from another bulk vendor as well.
- Other discontinued items are still occurring and causing challenges.

### Upcoming Events - Pumpkins and Nov 5th Vendor Fair

- The posters are almost ready for the pumpkin contest. Pumpkins will be brought to 18 local businesses. Hopewell Brewing will host the reception to announce the winner.
- 15 vendors are signed up for the Fall Vendor Fair and more are sending samples. We are ready to promote the event in the next email.

### Firebrand Status

- Scope has been discussed with Firebrand, but they want to know what we can afford before they spend time on a proposal

**ACTION:** I'Talia and Edwin will think through what we can afford.

### Hands-on-owner update

- Christine and Whytnee met to discuss reviving the program. Several people have volunteered through the website. Suggestion is to use an Owner Linkage Committee as an orientation for these folks on November 4.

### **Elections**

- Review [Applications](#)
  - We have 4 applications. Whytnee is confident that Margarita Reina will get the application done this week.
- Discuss communications to applicants
  - Whytnee will reach out to get headshots.

- Discuss election timeline and logistics
  - I'Talia created a new login for Election Runner and will upload the emails of owners. We need a QR code. It was agreed that there will be no paper ballots. The website has to be updated by Lis.
  - All material for the election needs to be in by Wednesday Oct 18. Election would be from Oct 20 - Nov 2.  
**ACTION:** Whytnee to follow up with the candidates. Christina to follow up with Lis. Brock will build to email to announce the candidates and the election
- New Director Onboarding Plan
  - The board discussed how to onboard 5 new board members.  
**ACTION:** Whytnee and Brock will create a document with the previous onboarding material and new documents to provide context on the turnaround.

### **Annual Meeting Planning**

- [Annual Meeting Planning](#)
  - We have six Logan Square non-profits for owners to vote on Round Up at the Register.
- Developing materials
  - Start throwing graphics and other content on the planning document.
- Publicizing meeting
  - Publicize the annual meeting along with the election. Social media, newsletter and in store signage.
- Working time  
**ACTION:** We will meet to make the posters after the Hopewell event on Oct 30.

### **Review Draft Crisis Management plan & Admin Responsibilities**

- The draft policy was discussed. We may need to tweak the description of the reports.  
**ACTION:** Discuss at the policy committee meeting and create some sort of report.

### **Approvals (Decision)**

- The consent agenda was approved by unanimous vote.
  - Board candidates applications
  - September meeting minutes
  - October Finance Committee Minutes
  - New Owners / Owner Equity Repurchases (see below)

### **Adjourn & Thank you to Departing Board Members (Decision)**

- The board recognized our outgoing board members Troy, Victoria, Mike and Whytnee. We are grateful for all their hard work and will miss them.

- Plan cocktail hour \ o / - Christine will send out a Doodle poll to find a time to get together.
- Meeting is adjourned unanimously by the Board.

## **Equity / Owner Updates**

### **Equity to Refund / Repurchase**

- 4662 - Anshul Tambay - \$100

### **New Owner List (9/19 - 10/15)**

- 4570 - Podkulski, Chad
- 4571 - McNamara, Lizz
- 4572 - Sgro, Peter
- 4573 - Englehart, Alex
- 4972 - Wood, Lacy
- 4973 - Sack, Dylan
- 4974 - Kazak, Kelly
- 4975 - NeSmith, Nicole
- 4977 - Victor, Michael
- 4998 - Valdez, Liliana
- 4999 - Izzo, Megan
- 5001 - Coulanges, Nathaniel
- 5002 - Eisner, Jenn
- 5003 - Canna, Emily
- 5008 - Durepos, Drew
- 5009 - Zavala, Angelica