

Board Members Present: Stephen Johnson, Dave Reed, Jonathan Maj, Betsy Blake, Yvonne Lee-Hawkins, Joel Landau, Tia Cromartie, Allen Sharpe

Board Members Absent:

Board Members Excused Absent: Alexandria Jonas

Board Members Remote Access:

Staff Members Present: Paul Griswold, Cindy Flowers

Time Started: 6:03pm

Item 2. Feedback from Owners

None presented

Item 3. Previous minutes

- Approve minutes from previous meeting over email

Moved – Dave Reed, Second – Joel

Unanimous

Item 4. Board Officer Elections

- I. President: Dave Reed
- II. Vice President: Tia Cromartie
- III. Treasurer: Jonathan Maj
- IV. Secretary: Stephen Johnson

Moved – Joel, Second – Jonathon to approve slate

Unanimous

Item 4a

- Presentation of DRM Board of Director's Code of Conduct – BOD members asked to sign and provide to Secretary
- Stephen will ensure that policy 4.5.2.d will be struck from the policy register and presented to the Board at the next meeting.

Item 6. GM Report

- April 2016 is up from previous 2015, which was a drop from 2014 - so sales for April 2016 are more consistent with 2014.
- Bookkeeping is still being updated – Accounts payable in QuickBooks is out of sync with paperwork and is being monitored manually by the leadership team. Paul is proposing to fix QuickBooks accounts payable himself at this time to enable store to catch up.
- Carmen from Optimum Tax will undertake bookkeeping. Will be in onsite on a weekly basis to undertake payments, data entry, etc..
- CPA is working on 2015 taxes that should be complete in 10 days (late June).
- Matt Mikel, new Store Ops Manager has been orientated and will begin this week.
- Scan coordinator – no viable candidates following local advertising – split between current staff members. Looking to bring in trainer to work with the staff members - Talaysha, Mac, Odessa, and

Paul are on list to develop skills as scanners. Since it require someone with SMS experience DRM has restricted options available as most grocery stores do not use the SMS program.

- Discussion on movement reports – SMS enables query within sub-departments of the movement of individual items. DRM does not currently have a strong process to enable active movement analysis. Currently DRM is bringing in items within departments without much analysis of existing movement. Centralizing buying parameters through buying office – which for next year will be Paul – should enable more active item movement analysis. Every new item will have to be approved by buying office, which will also engage in more aggressive pricing.
- Discussion on food policy – Paul’s intent is to ensure that we focus on access by potential neighborhood customers that is more diverse and does not currently view DRM as a grocery option. Paul is developing broad guidelines for purchasing. Currently excluding products with MSG, high fructose corn syrup, and partially hydrogenated oils. Spartan Nash provides a lot of information on what is selling in the area and market that Deep Roots has access to. Concerns raised by Betsy as to process for integration of more conventional products into the store.
- Plan is to reach out to the neighborhood about new product lines in July and need to maintain minimum purchasing with Spartan Nash. Grand reopening will be in July but no firm date at this time. Staff is working on the timing.
- Discount policy has been altered so year-to-year on weekly sales is different.

Item 7. Committees & Regular Meeting

- Proposed that the meetings be the last Monday of the month, except for conflicts with public holidays. Stephen will prepare a calendar for the remainder of 2016.

July meeting will be Tuesday 19th

Proposed Stephen, Second Joel, unanimous consent.

Discussion on additional committees.

- a. Finance Committee – Jonathan proposes to improve the reporting from the staff to the Board. Joel and Eric Tapio. Present the term of reference to the Board at the July 19th meeting for review and approval – to be sent to Board by July 17th.
- b. Community Outreach/Communication –Allen, Betsy, Dave, Yvonne. Terms of reference by August Board meeting. Yvonne will start the ball rolling.
- c. Board members are requested to read the policy section on committees. Ideas for other committees are attached to the minutes.

Stephen and Dave will look at electronic systems for document sharing.

Item 8. Executive Session 7:47pm

Meeting adjourned: 8:48pm