

Next Meeting: February 3, 2020

MINUTES FROM THE LEXINGTON CO-OPERATIVE BOARD MEETING

January 6, 2020 at Unitarian Universalist Church

**Attendance:** Matt Caldiero, Hope Hoetzer-Cook, Domenic Licata, Peter Cimino, Marissa Pace **Staff Members:** Tim Bartlett, Amanda Cammarano, Sarah Easler **Owners:** David Kraus, Sam Gardner, Duncan Mills **Excused:** Valerie Rettberg-Smith, Alison Wilcox, Derek Bateman and Heather Lazickas

Marissa Pace called the meeting to order at 07:08 PM and reviewed the agenda.

Agenda Item	Discussion/Documents Reviewed	Board Action
Review Agenda	Board reviewed the following document: <i>January 6, 2020</i>	
Owner Observers	-Sam Gardner and David Kraus attended only to observe the meeting, they did not have any comments -Duncan Mills expressed appreciation for staff during Owner Appreciation Days, recommended the co-op look into the Youth Climate Change groups in Buffalo and see if there is an opportunity to partner with them, he inquired about the availability of monthly financial updates, which Tim said could be emailed to him	
BOD Calendar	<b>The Board reviewed the BOD calendar</b> <ul style="list-style-type: none"><li>- Next Board meeting on February 3, 2020</li><li>- Record review is postponed until February</li><li>- Planning is underway for the upcoming board retreat</li><li>- The co-op will be holding investor conference calls, dates/times are still TBD</li></ul>	
Minutes	<b>The Board accepted the December Minutes as written.</b> Motion: Domenic, Second: Hope. Vote: 5-0, Motion Passed.	
Expectations	As the newly seated president, Marissa Pace reviewed policy D5 "Board Members' Code of Conduct" with board members. This served as a reminder as to the expectations and responsibilities our Board Members have as elected officials by our ownership.	
GM Reports	<b>Profitability Plan</b> <b>Discussion:</b> November was our third straight month with positive EBITDA, our cash has stabilized and operationally we have built task forces around POS/Receiving and our Prepared Foods Department. These are areas where we can improve systems, impact margins, and generate sales the most at this time.  <b>Outstanding Non-Compliance Issue</b> Motion to accept Tim's revised plan for compliance of Global B, regarding the height of the font on our shelf tags. Motion: Domenic Second: Matt Vote: 5-0. Motion passed.  Comments: Tim must reach out to our signage vendor to ensure that his compliance plan is achievable by December 2020. Tim will report immediately to the board if he is unable to adhere to the accepted plan.  <b>B6: Communication &amp; Counsel to the Board</b> Motion to accept the B6 Communication & Counsel to the Board report. Motion: Hope, Second: Domenic, Vote: 5-0. Motion Passed. Reasonable Interpretations?: Yes, Data Provided?: Yes, Compliance?: Yes Severity: None, Implication: None, Trend: None, Board Action:  Comments: Communications with the board have improved over the past year from the previous year.  Discussion: There was concern about how the GM communicates upcoming laws and the co-op's plan to comply with them. This discussion applied specifically to the upcoming law surrounding the elimination of single use plastic bags.	
Executive Session	<b>Motion to enter Executive Session at 8:22pm</b> Motion: Hope, Second: Matt, Vote: 5-0 Confidential personnel matters were discussed. No votes were taken. <b>The Board left executive session at 9:03pm.</b>	
Adjournment	<b>Meeting was adjourned at 9:03pm</b>	

Respectfully submitted by *Amanda Cammarano* on January 6, 2020.