

MINUTES FROM THE LEXINGTON CO-OPERATIVE BOARD MEETING

May 4, 2020 via Conference Call

Attendance: Matt Caldiero, Hope Hoetzer-Cook, Domenic Licata, Peter Cimino (7:54), Marissa Pace, Alison Wilcox, Valerie Rettberg-Smith, Derek Bateman (7:10) and Heather Lazickas
Staff Members: Tim Bartlett, Amanda Cammarano, Sarah Easler, Elizabeth Vealey, Annabelle Ludwick

Marissa Pace called the meeting to order at 07:06 PM and reviewed the agenda.

Agenda Item	Discussion/Documents Reviewed	Board Action
Review Agenda	Board reviewed the following document: <i>Agenda April 6, 2020</i>	
Owner Observers	-Annabelle added to the discussion about the co-op's COVID-19 response and expressed gratitude for the new staff benefits announced last week	
BOD Calendar	<p>The Board reviewed the BOD calendar</p> <ul style="list-style-type: none"> - Next Board meeting on June 1, 2020 - The appreciation video from the board will be shown to staff this week and made public on Thursday (5/7) - Committee work surrounding an owner-run delivery program is continuing - Board retreat has been postponed - Auditors for the annual audit have been hired - Calendar will be adjusted to move the Board Budget from May/June to June/July 	
Minutes	The Board accepted the April Minutes as written. Motion: Alison, Second: Domenic. Vote: 7-0, Motion Passed.	
D-Surveys	Motion to postpone review of D-Surveys until the June meeting. Motion: Alison, Second: Valerie, Vote 9-0, Motion Passed.	
GM Reports	<p>B4: Financial Condition Motion to accept the B4 Financial Condition Report. Motion: Hope, Second: Heather, Vote: 8-0. Motion Passed. Reasonable Interpretations?: Yes, Data Provided?: Yes, Compliance?: No (B4, B4.3, B4.6, B4.7) Severity: high, Implication: high, Trend: high, Board Action: Board would like to continue to see monthly reports of the financial condition.</p> <p>Discussion: We saw large sales due to pandemic shopping and then a drop off once the stay at home order went into place. We are slowly gaining sales back as people leave their homes more and more. Overall our margins have improved, sales growth is moving closer to 0%, operational expenses have decreased</p> <p>B5: Asset Protection Motion to accept the B5 Asset Protection report. Motion: Valerie, Second: Domenic, Vote: 8-0. Motion Passed. Reasonable Interpretations?: Yes, Data Provided?: Yes, Compliance?: No (B5.6.2) Severity: low, Implication: low, Trend: none, Board Action: The report was accepted pending Tim's re-submission of B5.6.2 for the June meeting. The interpretation presented was not in line with industry standards causing the co-op to fall unnecessarily out of compliance.</p> <p>Discussion: Shoplifting and other forms of theft were discussed as well as the steps the co-op is taking to curb these incidents.</p>	
COVID-19 Impact Update	<ul style="list-style-type: none"> • The co-op announced last week that all staff would receive an additional \$2/hour COVID Pay and an additional paid time off • Curbside pickup is an opportunity to increase sales. The program will be available May 17 to all owners • Discussion surrounded how the co-op might look moving forward especially in prepared foods and bulk. Tim has created a task force in prepared foods to oversee these future plans. • Several members of the board took part in a webinar on how to best support the GM during this time 	
Executive Session	Financial matters relating to personnel discussed and one vote was taken. Motion to enter Executive Session at 9:06 PM Motion: Heather, Second: Domenic, Vote: 9-0 The Board left executive session at 9:24pm.	
Adjournment	Meeting was adjourned at 9:24pm	