
Board of Directors Meeting Minutes

May 22, 2017

Call to Order

A meeting of the Deep Roots Market Board of Directors was held at Deep Roots Market on Monday, May 22, 2017. The meeting commenced at 6:00pm.

An opening moment of silence was initiated by Betsy Blake and observed by those in attendance.

Attendance

Board Members Present: Joel Landau, Betsy Blake, Yvonne Lee-Hawkins, Stefan Hauke, Tracy Lamothe, Eliza Hudson, Matt Potter, and Annah Awartani

Board Members Absent: Hope McLean

Others in Attendance: Nicole Villano - Interim General Manager, Matt Davis - Note Taker, Dabney Sanders - Downtown Greenway Project Manager, Bob Isner - North Eugene Partners, Kathleen Donohue - Co-op Owner

Approval of Minutes

A motion to approve the minutes, as presented, from the April 24, 2017 meeting was proposed by Stefan Hauke and seconded by Yvonne Lee-Hawkins. The motion passed unanimously.

Open Session

Agenda Item 3: Elect New Officers – Joel Landau

- A suggestion was made by Stefan Hauke to postpone this agenda item until later in the meeting. The suggestion was accepted and the meeting continued to item 4.

Agenda Item 4: Schedule Upcoming Board Meetings – Joel Landau

- A motion to schedule board meetings for the last Monday evening of each month, with the exception of the December meeting which will be scheduled on a different date (yet to be determined) due to the holidays, was proposed by Betsy Blake and seconded by Tracy Lamothe. The motion passed unanimously.

Agenda Item 5: Requests to Address the Board – Joel Landau

- Dabney Sanders, project manager for the Downtown Greenway, addressed the board regarding the progress of construction. The board was informed of additional lane closures, to take place on Smith St., of which they were not previously aware.
- The board was also informed of DRM's approval to post on the Fisher Park Neighborhood listserv however Nicole Villano indicated that this system may not be working properly. Nicole is to contact the neighborhood association to resolve the issue.
- Bob Isner, partner with landlord/developer North Eugene Partners, requested to address the board in executive session.

The request was granted and the board entered executive session at 6:22pm.

Executive Session

- Discussions with landlord Bob Isner.

The executive session was terminated and the meeting returned to open session at 6:52pm.

Open Session

Agenda Item 6: Report from GM on Store Operations/Sales – Nicole Villano

- Nicole Villano, Interim General Manager, presented her sales report to the board and discussed operational changes/improvements that have been made over the past weeks.
- Betsy Blake wished to publically commend Nicole on her work and the changes she has made as IGM.

Agenda Item 7: Customer Survey Results – Stefan Hauke

- Stefan Hauke proposed that the survey be re-designed to be more meaningful and scientific before being sent out to the broader range of customers.
- Joel proposed the formation of a committee to re-design the survey. Board members Stefan Hauke and Matt Potter along with owner Kathleen Donohue volunteered to be on said committee.
- A motion to form a committee, consisting of Stefan, Matt, and Kathleen, to create an owner engagement survey was proposed by Matt Potter and seconded by Yvonne Lee-Hawkins. The motion passed unanimously.
- The newly formed committee is to schedule a meeting by email and is expected to send a draft of the new survey to all board members via email within three weeks.

Agenda Item 8: Owner Committee Sign-Ups – Joel Landau

- Volunteers for three owner committees were collected at the Annual Owner's Meeting. The decision was made to combine two of these committees resulting in the formation of a Food Policy Committee and Owner Education & Engagement Committee.
- The details of the two committees are still being worked out by the board. Tracy Lamothe will contact the committee volunteers to inform them of the delay.

Agenda Item 9: Continue Discussion on Fundraising Options – Joel Landau

- Board Members Tracy Lamothe and Betsy Blake will meet with Nicole Villano on May 31 to discuss fundraising options – specifically a round-up program – and will present their ideas to the board at a later date.

The board entered executive session at 8:23pm

Executive Session

- Discussions regarding bookkeeping, finance issues, GM search, and street construction issues.

The executive session was terminated and the meeting returned to open session.

Open Session

Return to Agenda Item 3: Elect New Officers – Joel Landau

- President: Yvonne Lee-Hawkins nominated Joel Landau. Joel accepted nomination and was elected unanimously.
- Vice President: Stefan Hauke nominated Betsy Blake. Betsy declined nomination. Tracy Lamothe nominated Hope McLean. Hope was absent from the meeting but had indicated to Joel in a previous conversation that she would accept if nominated for a position. She was elected unanimously.
- Secretary: Stefan Hauke nominated Yvonne Lee-Hawkins. Yvonne declined nomination and instead nominated Eliza Hudson. Eliza accepted nomination and was elected unanimously.
- Treasurer: Betsy Blake nominated Tracy Lamothe. Tracy accepted nomination and was elected unanimously.

Adjournment

This meeting of the Deep Roots Market Board of Directors adjourned at 9:30pm.