

THREE RIVERS MARKET

BOARD OF DIRECTORS MEETING

January 9, 2025

6:31 PM – 8:36 PM

St. James Episcopal Church, Knoxville, TN 37917

MINUTES

Board Members in Attendance

Adam Deen

Alhen Drillich

Mary French

Adam Hughes

Kimberly Lomonaco, Vice Chair

Teri O’Meara

Caitlin Seidler, Chair

Debbie Sharp

Board Members Absent

Brian D. Williams

Additional Attendees

Fadi Aboush, General Manager

Kristen Faerber

Peg Hambright

Natie Kurylo

John Ledbetter

Audrey Smith

Steve Todd

Kristen Yartz, Cooperative Relations Administrator

PRELIMINARIES

Call to Order: 6:31 PM

Action Items reviewed

Meeting Preparation – 1 minute of silence

Roll Call with statement of preparation

AGENDA REVIEW/REVISION

Motion to approve Agenda: Alhen Drillich, seconded: Kimberly Lomonaco; motion carried unanimously.

CONSENT AGENDA

December 2024 Board Meeting Minutes; Executive Limitations, B4 – Financial Condition (Final/Reviewed); Executive Limitations, B9 – Annual Meeting Planning, Governance Process, D9 – Elections.

Motion to approve Consent Agenda: Alhen Drillich, seconded: Kimberly Lomonaco; motion carried unanimously.

GENERAL MANAGER REPORT

Growth of Ownership - December

- New Members - 60
- Owner Paid in Equity - \$4,450

Sales Growth - December

- Customer Count – 20,486
- Total Net Sales: \$734,816
- Average Basket Sale: \$34.74
- Average Basket Size: 6.4 items

Member and Staff Discounts - December

- Member Discounts: \$17,210
- Staff Discounts: \$5,279

Nourishing Change and Other Donations – December

- Mead Montessori - \$4,723 (Customers rounded up 9,601 times)
- Sequoyah Birthplace Museum - \$250
- Staff Gift Cards - \$375 (15 x \$25)
- Members Promotion Gift Cards - \$200 (20 x \$10)

Operational Updates

- Fully staffed except for Member & Customer Services: Looking to hire two Part-Time positions.
- Merchandising and Promotions Liaison position to be put into effect at the end of January.

Stock/Supply Chain Issues

- Delivery issues with Albert's deliveries a fair while before and during the holidays. Impacting Produce, Meat and Prepared Foods.
- UNFI – Timelier until recently. The co-op has received orders that have been several days behind with many more out of stock items than expected.
- Indianapolis Produce – Several instances during the month of December where the co-op's deliveries have been skipped/lost, or the order was delayed for several days.

General Repairs

- Minor repairs – Plumbing and Electrical
- Detailed and higher rate repairs:
 - Prepared foods oven fan replacement
 - Sales floor refrigeration gasket replacement
 - Rear door employee entrance repair

Operations

- Drop in sales month over month
- Revision of Employee Manual
- Bargaining Unit – Contract renegotiations
- Plan Execution involving the TRM Team:
 - Promotions and Discounts
 - Seasonal Displays
 - Cross-Promotions
 - In-Store Sampling
 - Online Presence
 - Customer Engagement
 - Improved Store Layout
 - Highlighting Local Products
 - Staff Training

Motion to approve quarterly Patron Member Repurchase Requests with a recommendation from the General Manager to proceed: Adam Hughes, seconded: Alhen Drillich; motion carried unanimously.

STUDY AND ENGAGEMENT

Review Board Policy #D4: Governance Process – Board Members’ Code of Conduct

2025 Committees

Discussion of potential 2025 Board Committees and current expressions of interest by members to serve on Committees.

Motion to establish the Board Perpetuation Committee, Staff Involvement in Governance Committee and Member Linkage Committee in 2025: Kimberly Lomonaco, seconded: Alhen Drillich; motion carried unanimously.

Orientation: Cooperative Governance: Governance Structure; General Manager Job Description

Spring Retreat and Store Tour Scheduling

Board News Assignments

Action Item Review

Member Forum

Natalie Kurylo

Kristen Faerber

Steve Todd

Adjourn

Motion to adjourn: Alhen Drillich, seconded: Adam Hughes; motion carried unanimously.

Agenda Planning Meeting, January 29, 2025

Motion to establish an Ethics Committee for 2025: Kimberly Lomonaco, seconded: Adam Hughes. Motion carried.

Motion to appoint the following Directors to the 2025 Executive Committee: Caitlin Seidler, Chair; Kimberly Lomonaco, Vice Chair; Teri O'Meara, Secretary; Brian Williams, Treasurer: Caitlin Seidler, seconded, Mary French-Ewers. Motion carried, with Adam Deen opposed.

Certified:  _____, Secretary/Treasurer

February 13, 2025