

# THREE RIVERS MARKET

## BOARD OF DIRECTORS MEETING

July 11, 2024

6:30 PM – 9:00 PM

St. James Episcopal Church, Knoxville, TN 37917

### MINUTES

#### Board Members in Attendance

Adam Hughes  
Jackie Kittrell  
Kimberly Lomonaco, Vice-Chair  
Drew Rutherford  
Caitlin Seidler, Chair  
Kathryn Tilson  
Brian D. Williams

#### Board Members Absent

Adam Deen, Secretary/Treasurer  
Alhen Drillich

#### Additional Attendees

Fadi Aboush, General Manager  
Heather Booth  
George Butler  
Scott Carpenter  
Kim Davis  
Kristen Faerber  
Peg Hambright  
Natalie Kurylo  
Debbie Sharp  
Ann Strange  
Steve Todd  
Morgan Wilson  
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

## **CANDIDATE Q&A**

## **AGENDA REVIEW/REVISION**

*Motion to approve Agenda: Drew Rutherford, seconded: Brian D. Williams; motion carried unanimously.*

## **CONSENT AGENDA**

To approve the June 2024 Board Meeting Minutes; Policy Monitoring Report for Executive Limitations, B, Global Executive Constraint; Executive Limitations, B6 – Communication to the Board

*Motion to approve Consent Agenda: Kimberly Lomonaco, seconded: Kathryn Tilson; motion carried unanimously.*

## **GENERAL MANAGER REPORT**

### June 2024 Ownership Growth

- New Members – 42
- Total Patron Membership Interest Purchases - 159
- Total Member Paid in Equity - \$3,975

### June 2024 Sales Highlights

- Total Net Sales - \$669,158
- Average Basket Sale - \$31.80
- Average Basket Size – 6 Items

### Operational Areas of Focus

- Drop in Sales Over Last Year (\$156,623) or -0.19%
- Stringent Cost Cutting Measures taken in Cost of Goods over last year (\$153,723) – 29%
- Employee Survey – Currently uploading data and getting acquainted with the process. To launch at the end of July
- Pest Control process continues to be a priority
- Walk-In Freezer major repair completed
- Building – Many outside repairs have been performed
- Air Conditioning Unit – Continue to wait on the ordered motor blower
- Standard Operating Procedures continue to be a priority and a process

- Produce and Prepared Foods Managers to travel to the National Cooperative Grocer Fresh Conference in St. Paul, Minnesota
- Continue to strengthen collaborative and cooperative partnership with the union

## **STUDY AND ENGAGEMENT**

### **Strengthening Our Co-op Through Regional Growth: Appreciating the Diversity of Member Needs and Motivations**

#### **Staff Involvement in Governance Committee Update**

#### **GM Compensation Training**

## **SUMMER PICNIC PLANNING**

Plan will be circulated over email for discussion

## **BOARD PERPETUATION COMMITTEE UPDATE**

## **FALL RETREAT PLANNING**

Doodle Poll will be created for planning over email

## **BOARD NEWS ASSIGNMENTS**

## **ACTION ITEM REVIEW**

## **EXECUTIVE SESSION**

Discussion of member correspondence

## **ADJOURN**

*Motion to adjourn made Saturday, July 20, 3 PM: Caitlin Seidler, seconded: Drew Rutherford; motion carried.*

Certified: Caitlin Seidler

Caitlin Seidler, Chair

August 8, 2024