

THREE RIVERS MARKET

BOARD OF DIRECTORS MEETING

August 8, 2024

6:30 PM – 8:54 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
Kara Ashley
John Bohnenstiel
Clare Deady
Kristen Faerber
Niki Gray
Peg Hambright
Sandra Harbison
Tammy Kaousias
Natalie Kurylo
Susanne Nilson
Debbie Sharp
Fred Stephens
Ann Strange
Philip Tatler IV
Ann Viera

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 July 2024 Board Meeting Minutes; Policy Monitoring Reports for Executive Limitations, B10, Membership Rights and Responsibilities; Executive Limitations, B8 – Treatment of Customers; Governance Process, D4 – Board Members' Code of Conduct.

Motion to approve Consent Agenda: Kimberly Lomonaco, seconded: Brian D. Williams; motion carried unanimously.

GENERAL MANAGER REPORT

July 2024 Ownership Growth

- New Members – 49
- New Members Paid in Equity - \$1,450
- Total Patron Membership Interest Purchases - 156
- Total Member Paid in Equity - \$3,900

July 2024 Sales Highlights

- Total Net Sales - \$688,741
- Average Basket Sale - \$32.28
- Average Basket Size – 6 Items

Operational Updates

- July sales decreased 15.9% from last year. Inventory-related cost-cutting measures in place.
- Labor Management Committee meetings have led to improved efficiency, updated procedures, and a culture of continuous improvement.

- 3 internal promotions; staffing update
- Gathering siding replacement and roof repair estimates; exploring metal corrugated cover to provide outdoor storage space
- Employee surveys scheduled to be administered in August

STUDY AND ENGAGEMENT

ANNUAL MEETING PLANNING

PREPARATION FOR PATRONAGE DIVIDEND DECISION

Discussion of Article Title

SUMMER PICNIC PLANNING

Plan will be circulated over email for discussion

MEMBER LINKAGE COMMITTEE UPDATE

GM COMPENSATION CRITERIA

Motion to issue RFP as drafted to GM with addition of stipulation that GM may submit requests for non-compensation-related changes: Drew Rutherford; seconded: Kathryn Tilson; motion carried unanimously.

BOARD NEWS ASSIGNMENTS

ACTION ITEM REVIEW

EXECUTIVE SESSION

Discussion of internal Board matter

ADJOURN

Motion to adjourn: Drew Rutherford; seconded: Brian D. Williams; motion carried unanimously. Meeting adjourned at 8:54 PM.

Certified: Kathryn Tilson

Kathryn Tilson, Secretary/Treasurer

September 12, 2024

THREE RIVERS MARKET

BOARD OF DIRECTORS MINUTES

August 19, 2024

Virtual vote

VOTE VIA EMAIL

Motion to authorize General Manager Fadi Aboush to renew Three Rivers Market's CD with First bank: Caitlin Seidler (via email, August 15, 2024), seconded: Kathryn Tilson; motion carried.

Certified: 

Caitlin Seidler, Chair

August 19, 2024