

Willimantic Food Co-op
Meeting of the Board of Directors
June 1st, 2023 7:00 pm – 9:00 pm, Webb Hall, ECSU Campus, Willimantic

Directors Attending: Brock Alosky, Linda Brock, Matthew Coolbeth, Katherine Gavin, Joanne Todd, Niti Pandey

Absent: Steve Bachiochi, Alice Rubin

Others Attending: Patty Smith, Kimberly Montoya (scribe)

Call to Order: 7:04 pm

Agenda Item	Resolution
Members Speak Out	
<ul style="list-style-type: none"> - One owner-member wrote in regarding there only being 2 candidates for two open positions for the board this year; also requested stronger bios in the future. 	<i>Action: none.</i>
Consent Agenda	
<ul style="list-style-type: none"> - Minutes of May's monthly meeting 	<i>Action: correct NCG survey to Willi Co-op survey. Correct spelling of Columinate. Consent agenda approved with the corrected minutes. All approved corrections to minutes. (motion: Pandey, second: Todd)</i>
New Business	
Monitoring Report B.1 Staff Treatment & Compensation	
<ul style="list-style-type: none"> - Discussion regarding Pay for Performance, Smith reported 2019 was first year, had positive reviews from staff; created clearer criteria. - 2020 & 2021 were put on hold due to pandemic, so the second year was 2022, when went to tying to individual anniversary dates. Discussed evaluation criteria with staff so they understood how to score well. - For 2023 updated self-review portion to improve self-reflection. - Co-op has a contract providing an outside perspective on wage scales & compensation. - Overall, scores in the survey have bumped back up, with a few items scoring lower and some increase in standard deviation. 	<i>Action: motion to approve B.1 as compliant (motion: Pandey, second: Todd) All in favor of approval.</i>
Monitoring Report D.1 Governing Style	
<ul style="list-style-type: none"> - The board is at the beginning of their DEI journey. Discussion about "diversity of opinion" including ensuring all members feel empowered to speak out. - Discussed adding comment portion to the packet or do a check in/check out at meetings. Also, considered providing ratings/comments of packet in advance. - Decided to first get policy revisions done first, then come back in and add adjustments. - Resources for evaluating policy compliance include reviewing meeting minutes. 	<i>Action: motion to approve D.1 as compliant (motion: Todd, second: Pandey) All in favor of approval.</i>

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<p>Monitoring Report B.3 Financial Conditions & Activities</p> <ul style="list-style-type: none"> - Todd suggested diversifying as the amount in bank is in excess of insured amount. - The tax accountant is a Columinate member (Audrey CPA). Extension has been filed for taxes; expect to have them done by end of June. - Quarter to Date (QTD) vs Budget QTD – budgeted for 36%, getting closer to 37% margin. - Noted that gas rate is much higher in actual QTD vs prior year QTD, this is due to an error in billing by the gas company. 	<p><i>Action: motion to approve B.3 as compliant (motion: Pandey, second: Todd) All in favor of approval, passed unanimously</i></p>
<p>Preliminary Report on General Manger Transition Plan</p> <ul style="list-style-type: none"> - Smith presented the preliminary plan that she and Rubin are developing. - The HR role will need to be filled. - Board and Smith discussed setting a timeline for when specific tasks will change hands. - Rubin will eventually focus more on completing specific projects. - Cultural changes will need to be communicated to staff, member-owners and employees. - Document transition plan as model for future. 	<p><i>Action: none.</i></p>
<p>Proposed Member Survey Content</p> <ul style="list-style-type: none"> - Draft of new Member Survey was presented by Smith. - Smith also discussed the Compost article that will outline current member-owner benefits and potential changes in member benefits. - Recommended changes in demographic questions be done before collecting another survey, even if lose comparison to 2022 data. - Discussed whether member education should be done before doing a broad survey on benefit changes; possibly survey only on demographics at this time. 	<p><i>Action: board suggested the survey add household size, use consistent intervals for brackets, and increase the upper range of the income question</i></p>
<p>Officer Election for Upcoming Year</p> <ul style="list-style-type: none"> - Todd proposed a single vote to keep current officers: Brock as Chair, Pandey as Vice Chair, Todd as Treasurer and Coolbeth as Secretary. 	<p><i>Action: (motion: Todd, second: Pandey) All in favor of approval</i></p>
<p>Committees: dissolve Reincorporation & GM Search</p> <ul style="list-style-type: none"> - Committees have been dissolved as remaining reincorporation steps are in the hands of operations now & the GM Search is complete. 	<p><i>Action: none.</i></p>
<p>Old Business</p>	
<p>Annual Meeting Recap</p> <ul style="list-style-type: none"> - The Annual Meeting went well. - There were no requests for rides from member-owners. - Newsletter will promote the “Go Ask Alice Fund” 	<p><i>Action: none.</i></p>
<p>Board Retreat</p> <ul style="list-style-type: none"> - ½ of Board retreat will focus on support for GM & transition. - Discussion on how to spend 2nd ½ of retreat – DEI, governance or board processes. - Decided that DEI should be worked on separately and that the Board would focus on governance, possibly additional Ends Policy work. 	<p><i>Action: Brock to send 2022 Retreat notes to Board. Board to establish committee for DEI.</i></p>

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Store Report	
- The Co-op is doing well.	<i>Action: none.</i>
Executive Session	<i>None</i>
Meeting adjourned	9:04 pm