

**Willimantic Food Co-op  
Meeting of the Board of Directors  
February 4, 2016**

**Attending:** Chris Dubis, Stephanie Golaski, Bryan O'Hara, Kathleen Krider, Matthew Kyer, Alice Rubin, Johnnie Walker.

**Absent:** Bryan O'Hara, Joanne Todd

**Others Attending:** Patty Smith, Bruce Oscar

**Call to Order:** 7:05 pm

| Agenda Item   | Resolution  |
|---|---|
| <b>Members Speak Out</b>  |   |
| Board Bulletin Board: nothing posted<br>- Co-op web site now has meeting agenda under Board menu<br>Members Speak Out: none   |   |
| <b>Approve Minutes</b>  |   |
| January Board   | <i>Approved</i> (moved: Stephanie; second: Johnnie)   |
| <b>Subcommittee Reports</b>   |   |
| Discussion: write guidelines for subcommittee process & communication responsibilities  |   |
| Member Communication<br>- Committee has not met<br>- Location near shopping baskets could be space for free-standing bulletin board (operational info and Board board)  |   |
| GM Contract<br>- Committee met and performed evaluation<br>- Need to set next meeting   | <i>Action:</i> schedule next meeting  |
| <b>Old Business</b>   |   |
| Annual Meeting – April 16<br>- Election: need to announce on website and post in store that there are seats open<br>- Proposed Agenda:<br>5:00 – 5:30 business reporting and voting<br>5:30 – 6:00 dinner with music accompanying<br>6:00 – 6:30 speaker (proposed: Erbin Crowell)<br>6:30 – 7:30 facilitated discussion on expansion (Todd; several alternatives.)<br>- Catering dinner under discussion; current estimate ~\$1000 for ~150 people. Reduce count to 75-100, supply some food from Co-op?<br>- BYOB: need to check with Town Hall | <i>Actions:</i><br>- Kathleen write announcement about open seats for web and store posting; meeting agenda for newsletter.<br>- Kirk see if Todd is available to facilitate.<br>- Alice confirm date with Town Hall, check on BYOB requirements. |

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| <ul style="list-style-type: none"> <li>- Co-op members attending requested having survey or straw poll of opinions following moderated discussion</li> <li>- Newsletter Items (March 1 deadline): by-laws revision (proposed section only); bios of candidates; meeting agenda</li> </ul>   |   |
| <p>Meeting at Kerri Gallery</p> <ul style="list-style-type: none"> <li>- Gallery available for meetings; \$25/month. Do not need to open or lock up. Capacity about 20. Try it out.</li> </ul>  | <i>Action:</i> Matthew contact Jim Turner to arrange to meet for March.   |
| <b>New Business</b>   |   |
| <p>By-laws Amendment Proposals: Section 4.2</p> <ul style="list-style-type: none"> <li>- Term for Management and Staff Director to change from one year to two years</li> </ul>   | <i>Approved</i> (moved: Matthew; second: Stephanie)<br><i>Action:</i> Alice contact Matthew Gaul about revision & filing. |
| <p>Newsletter: add Board column</p> <ul style="list-style-type: none"> <li>- Rotating authorship, focus on policy management.</li> </ul>  |   |
| <p>Professional Development Opportunities</p> <ul style="list-style-type: none"> <li>- Keene Co-op Café – March 12, 2016. Encourage more staff to attend.</li> <li>- Neighboring Food Co-op Alliance (NFCA) – March 5, 2016. Joanne attending; we can send two.</li> </ul>  | <i>Action:</i> Kathleen will attend NFCA.<br>Chris will attend Co-op Café.<br>Kirk email directors summary of both.       |
| <p>Co-op Birthday – February 13, 2016</p> <ul style="list-style-type: none"> <li>- Directors encouraged to cut cake, be available to visit</li> </ul>   |   |
| <b>Board Policy Monitoring Reports</b>  |   |
| <p>C.2: Accountability of the Manager</p> <ul style="list-style-type: none"> <li>- Noted that design of GM evaluation is consistent with this policy</li> </ul>   | <i>In compliance</i> (moved: Stephanie; second: Kirk)   |
| <b>General Manager Reports</b>  |   |
| <p>Quarterly Monitoring Report</p>  | <i>In compliance</i> (moved: Matthew; second: Johnnie; abstain: Alice)  |
| <b>Store Update</b>   |   |
| <ul style="list-style-type: none"> <li>- January sales growth 13.4%; equity increased 23% over last year</li> <li>- Think due to increased customer count and \$ spent per customer</li> <li>- Putting in larger Wellness cooler, adding doors to open refrigerated cases</li> <li>- CCMA June 9-11 (Western MA)</li> <li>- NCG I.T. conference – good info about security and PCI compliance on payment card processing</li> </ul> |   |

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| <b>Executive Session</b>                         | Entered 8:47pm. (moved: Matthew; second: Kathleen)<br>Exited 9:39pm. (moved: Stephanie; second: Matthew) |
| Discussion of property acquisition possibilities |  |
| Discussion of General Manager Compensation       |  |
| <b>Parking Lot</b>                               |  |
| - Board column in newsletter                     |  |
| <b>Meeting adjourned</b>                         | 9:40pm (moved: Stephanie; second: Kathleen)  |