

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

Attending: Linda Brock, Wendy Jakoboski, Kathleen Krider, Bryan O'Hara, Alice Rubin,  
Joanne Todd (arr 8:15 ), Johnnie Walker (arr 8:30); Bruce Oscar, Patti Smith

Absent: Kirk Begg, Matthew Kyer

Call to order: 7:10pm; adjourned 8:52pm

Item	Action
<i>Members Speak Out</i>	
Input from members in attendance (none) Notes from BoD Board <ul style="list-style-type: none"> <li>Member observation about poor office space for management (cramped, no windows)</li> </ul>	
<i>Approve Minutes</i> <ul style="list-style-type: none"> <li>July Board</li> <li>Annual Retreat</li> </ul>	<i>Approved</i> (moved: Wendy; second: Bryan; abstained: Bryan) <i>Approved</i> (moved: Wendy; second: Kathleen; abstained: Bryan)
<i>Subcommittee Reports</i>	
<ul style="list-style-type: none"> <li>GM Contract – K. Krider</li> </ul>	KK and JT will complete for Sept meeting
<i>Old Business</i>	
<ul style="list-style-type: none"> <li>CCMA Recap – attendees turn in “key take-aways” for compilation</li> </ul>	Email to Linda
<i>New Business</i>	
Planning for Member Vote on Property Acquisition <ul style="list-style-type: none"> <li>Owners proposed WFC draft a sales agreement; they would need to share development cost.</li> <li>60 days into 90 day window (not yet started) we reassess price and requirements, so need to have vote before that point.</li> <li>By-laws imply that even if do mail vote it must be in conjunction with a meeting; may not be able to do mail-only balloting.</li> <li>Communication method: separate mailing; information table during shopping hours; scheduled formal meeting. In face-to-face contexts actively solicit ideas and feedback. Board members commit to</li> </ul>	Each board member submit 3 questions (to Alice) about the purchase, as foundation for communication. Committee to draft communication points: Kathleen, Alice, Johnnie  Information campaign begin September 15; Directors scheduled in store at various points; info table at Downtown Country Fair Oct 1; informational meeting Tuesday Oct.11 (location TBD); Owner vote meeting Sunday Nov. 6.

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<p>specific days to be available at store starting Sept 15.</p> <ul style="list-style-type: none"> <li>Meeting: Sunday November 6 at 6:30pm. Have brief info presentation and Q&amp;A, but meeting purpose is the vote, not intensive discussion. Recorded (paper) votes.</li> </ul>	<p>Sept agenda item: sign board members up for store face-to-face.</p>
<p>Strategic Planning Next Steps</p>	<p>Tabled</p>
<p><i>Monitoring Reports</i></p>	
<p>D2: The Board's Job Discussion: have made progress, could do better with both item 1 and item 5.</p>	<p>Substantially in compliance, room for improvement. (Moved: Joanne, second: Bryan)</p>
<p>D3: Agenda Planning - Board</p>	<p>In compliance. (Moved: Joanne, second: Bryan)</p>
<p>B7: Customer Service &amp; Value Discussion: Alice commended for staff giving exemplary quality of service, and outstanding staff training material.</p>	<p>In compliance. (Moved: Wendy, second: Linda, abstained: Alice)</p>
<p>B3: Financial Condition &amp; Activities Discussion: Margin report – has budgeted (projected) margin percentage. Actual margin is slightly higher currently than prior years. Have restructured to focus on margin rather than markup, and redid targets to vary by department (had used defaults for years). Joanne observed that if are getting higher margins may be opportunity to reduce prices; NCG also recommends lower to be competitive.</p>	<p>In compliance. (Moved: Wendy, second: Joanne, abstained: Alice)</p>
<p><i>Store Update – Management Team</i> Sales growth slowed in July; a bit above 6%, down from 10%, but still doing quite well. New working member job: providing samples.</p>	
<p><i>"Parking Lot" Items</i></p>	<p>"Parking Lot" items: keep visible to Kathleen and Alice to review for inclusion in agendas.</p>
<p><i>Board Calendar Review</i> Next month begin Board budget process; includes CDS dues, possibly increased meeting and retreat costs.</p>	<p>Management provide this year's figures.</p>
<p><i>Executive Session</i></p>	<p>None</p>