

**Willimantic Food Co-op
Meeting of the Board of Directors
September 1, 2016**

Attending: Kirk Begg, Linda Brock, Bryan O'Hara, Kathleen Krider, Alice Rubin, Joanne Todd, Johnnie Walker.

Absent: Wendy Jakoboski, Matthew Kyer

Others Attending: Bruce Oscar, Patty Smith

Call to Order: 7:15 pm

Agenda Item	Resolution
Members Speak Out	
Board Bulletin Board: - None Members Speak Out: - None	
Subcommittee Reports	
Strategic Planning - Focus on 87 Church in immediate planning, refocus on strategic plan in December.	
GM Contract - Contract has moved to level of combining comments received after review by both lawyers, then will go to Executive Committee for final review before Board vote.	
Approve Minutes	
August Board	<i>Approved</i> (moved: K Begg; second: K Krider; abstained: K Begg)
Old Business	
87 Church - Time-and materials contract for Phase 2 Environmental, expected start about Sept 8 th . - Pro forma not back yet. - Communication Plan draft: Alice showed a sketch developed by Amy Kalisher of a communication board and initial draft responses to questions submitted by board members. Two-step process: refine the initial "Q&A" to be core of initial information, provided to all board & management and discussed with staff in advance of release; followed by process to address new member questions. - Steve has made a page for the website. New questions will be collected on Mondays, reviewed by Alice who drafts response & sends Board for feedback by Tuesday, for posting Wednesday on physical & electronic BB. - Details about space and operations may be addressed by thanking for raising issue & stating will be considered in next phase of planning.	<i>Action:</i> Alice to email Board the revised Phase 2 agreement Linda, Johnnie, input from Bruce for history; draft to Board by Wednesday, Board feedback by Thursday

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<ul style="list-style-type: none"> - Initial communication will be sent as independent mailing – paper or email – completed during week of Sept 15. - Downtown Country Fair October 1, 10:00-4:00. Kathleen 10-12; Linda 12-2; Kirk 2-4; Joanne 1-3 as able; Matthew... Handouts, Amy do a “theme” poster “Putting Down Our Roots” - Informational Meeting October 11, 6:00pm – 8:00pm, location TBD 	
New Business	
<p>Board Budget</p> <ul style="list-style-type: none"> - CCMA in MN, est. \$10K; \$5K CDS contract; \$2K Annual Meeting. 	<i>Action:</i> Allocate \$20K in new budget.
<p>Sale Agreement for 87 Church (formalize email resolution)</p> <ul style="list-style-type: none"> - Bryan confirmed in person his verbal approval given to Alice; all other Directors voted in the affirmative by email. - As of Sept 26 owners must have building “broom clean” 	<i>Action:</i> Approved (moved: J Todd; second: J Walker; abstained: A Rubin)
<p>Lease Agreement for Valley St (formalize email resolution)</p> <ul style="list-style-type: none"> - 10 years, monthly rent increased by about \$300 but is fixed. 	<i>Action:</i> Approved (moved: L Brock; second: J Todd; abstained: A Rubin)
Board Policy Monitoring Reports	
<p>D.4: Board Meetings</p>	<i>In compliance</i> (moved: Joanne; second: Kirk)
General Manager Reports	
<p>B.8: Membership</p> <ul style="list-style-type: none"> - Moved to Oct 	
<p>Financial Report</p> <ul style="list-style-type: none"> - 9.67% YTD growth over last year; 5.71% growth for August. 	
Store Update	
<ul style="list-style-type: none"> - Was going to show “Food for Thought” in conjunction with Eastern, but speaker cannot come; not sure if will reschedule - “Non-GMO Day” September 22 - Some staff changes – one new, one leaving for job in field. - Can now sell gift cards on the web site. - Students from Eastern will be doing an H/R Management project at the store. 	<i>Action:</i>
Executive Session	none
Meeting adjourned	8:52pm