

**Willimantic Food Co-op  
Meeting of the Board of Directors  
October 5, 2016**

**Attending:** Linda Brock, Wendy Jakoboski, Kathleen Krider, Matthew Kyer, Bryan O'Hara, Alice Rubin, Joanne Todd.

**Absent:** Johnnie Walker

**Others Attending:** Penny Barton-Zuckerman, Bruce Oscar, Patty Smith

**Call to Order:** 7:06 pm

Agenda Item	Resolution
<b>Members Speak Out</b>	
Board Bulletin Board: - Nothing posted Members Speak Out: - None attending	
<b>Subcommittee Reports</b>	
GM Contract - Joanne needs to complete review; will be out of town and expects will not be finalized until December or January.	
<b>Approve Minutes</b>	
September 2016 Board	<i>Approved</i> (moved: Kirk; second: Kathleen; abstained: Matthew)
<b>Old Business</b>	
87 Church - Environmental Phase II <ul style="list-style-type: none"> <li>• Proposal is for WFC to bear cost of delineation sampling; can be completed within due diligence window. If that finds additional problems can still withdraw.</li> </ul> - Completing due diligence includes evaluating engineering report, negotiations with town. - Engineering Report <ul style="list-style-type: none"> <li>• Cursory review indicates will need a roof; Alice will obtain estimate. Crack in foundation may need repair.</li> </ul> - Pro Forma <ul style="list-style-type: none"> <li>• Joanne revised draft pro forma to eliminate sales growth and result still indicates financial stability if incur proposed project costs.</li> </ul> Downtown Country Fair - Some members raised concerns about why with a significant cash reserve the Co-op has not lowered prices.	<i>Action:</i> consensus of Board is to agree to incur \$2677 cost of the delineation study.

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<p>Reserve has developed slowly over extended period and been protected to allow the Co-op to move on a purchase of property when available, as has been pursued for several years.</p> <ul style="list-style-type: none"> <li>- Lots of Co-op business during the event.</li> </ul> <p>Informational Meeting Plan</p> <ul style="list-style-type: none"> <li>- Location: 750 Main; start at 6:30pm; 1 hour planned duration. Board and key management attending.</li> <li>- Ask CDS for moderator; if unavailable, Kathleen backed by Penny.</li> <li>- Agenda: introduction (Kathleen); statement of vote; summary of tentative plan for property;</li> <li>- Kirk draft simple PPT. Posted agenda. Large paper to record questions. Open with ballot statement; characterize property; 4 main points of renovation. Provide summary pro forma, copies of Q&amp;A. Clearly state that plans for utilization and renovation are tentative and subject to change.</li> <li>- Member concerns about CLiCK impact: Kathleen will talk with Hedley.</li> </ul> <p>November 6 Vote</p> <ul style="list-style-type: none"> <li>- Confirm membership; call to order; call the vote; collect votes (paper); close meeting; ballots counted following close.</li> </ul>	<p><i>Action:</i> Alice contact CDS Friday to request moderator; Kathleen touch base (preferably Friday) with CLiCK's Hedley. Staff make copies for Weds.: vote statement; pro forma synopsis; Q&amp;A document.</p>
<p><b>New Business</b></p>	
<p>Annual Meeting Subcommittee</p> <ul style="list-style-type: none"> <li>- Bryan, Alice, Kirk</li> </ul>	<p><i>Action:</i> discuss with those whose terms are expiring whether are re-running.</p>
<p>Recruitment Article for Newsletter</p>	<p><i>Action:</i> Bryan will write</p>
<p>NCG Meeting</p> <ul style="list-style-type: none"> <li>- Patti as designated representative attended, along with Sasha. Shifting to new conceptual framework emphasizing differentiation as a co-op from a "regular" grocer, in addition to mastering sales issues. Co-op Basics program expanding offerings.</li> </ul>	
<p><b>Board Policy Monitoring Reports</b></p>	
<p>D.6: Officer's Role</p> <ul style="list-style-type: none"> <li>- Post 12 month list of meeting dates and location on Board Board.</li> </ul>	<p><i>In compliance</i> (moved: Joanne; second: Bryan)</p>
<p><b>General Manager Reports</b></p>	
<p>B.8: Membership</p>	<p><i>In compliance</i> (moved: Kirk; second: Bryan; abstain: Alice)</p>

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B.9: Board Logistical Support - Alice will look for a scribe	<i>In compliance</i> (moved: Linda; second: Kirk; abstain: Alice)
B.5: Communication and Counseling to Board	<i>In compliance</i> (moved: Matthew; second: Kirk; abstain: Alice)
<b>Store Update</b>	
- Sales still strong; 4.83% growth in Sept, overall 8.93% YTD - Some staff turnover - Store looks great and gets many compliments. Check out the Fair Trade display! - Check out Matt's YouTube videos on the Joshua Trust properties	
<b>Parking Lot</b>	
- Add: review of status of member contact info – email & mailing addresses – and strategies for improving.	
<b>Meeting adjourned</b>	8:49pm