

**Willimantic Food Co-op  
Meeting of the Board of Directors  
October 3, 2019**

**Directors Attending:** Linda Brock, Alice Rubin, Stefan Kamola, Nancy McMerriman, Charlotte Ross, Sarah Accorsi, Joanne Todd

**Absent:** Kathleen Krider

**Others Attending:** Roxana Mocanu (scribe)

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

Agenda Item	Resolution
<b>Members Speak Out</b>	
None	Action: none
<b>Consent Agenda</b>	
<ul style="list-style-type: none"> <li>• Approving the September Board Meeting minutes</li> <li>• Approving the Board Retreat minutes</li> <li>• Monitoring Reports:               <ul style="list-style-type: none"> <li>◦ GM monitoring reports B.5 and B.7 were pulled out of the consent agenda</li> <li>◦ BOD monitoring report D.6: Officers' Roles</li> </ul> </li> <li>• Subcommittee Reports:               <ul style="list-style-type: none"> <li>◦ Expansion:                   <ul style="list-style-type: none"> <li>▪ Alice will be speaking with Jesse Selman (C&amp;H) in advance of the October 10<sup>th</sup> Zoning Meeting, where they will be informally presenting the idea of changing the current zoning to allow a one-story building on our lot.</li> <li>▪ Jesse's presentation to the Board will be rescheduled as more information is gathered.</li> <li>▪ Alice has been in communication with Mark Papendeick from NCG regarding our kitchen plans and Don Moffitt from Columinate regarding our ProForma.</li> </ul> </li> <li>◦ Bylaws revisions:                   <ul style="list-style-type: none"> <li>▪ Dave Swanson has been sent the following:                       <ul style="list-style-type: none"> <li>• our current bylaws</li> <li>• the marked-up copy of the bylaws with the changes that our committee is considering</li> <li>• a list of specific questions from the committee</li> </ul> </li> <li>▪ Currently working on a plan and a timeline for presenting the changes to the board and then to the membership</li> </ul> </li> </ul> </li> </ul>	<p><i>Motion to approve the modified consent agenda (Linda: move, Stefan: second). Motion approved.</i></p>
<b>GM Monitoring Reports</b>	
GM Monitoring Report: B.5 "Communication and Council to the Board" Discussion: <ul style="list-style-type: none"> <li>• None</li> </ul> GM Monitoring Report: B.7 "Customer Service and	<p><i>Motion that we are in Compliance with Monitoring reports B.5 and B.7 (moved: Stefan, second: Linda, all in favor). Motion approved.</i></p>

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<p>Value” Discussion:</p> <ul style="list-style-type: none"> <li>• how does the Coop handle fresh products that are damaged?</li> <li>• what does the Coop offer for low-income families?</li> </ul>	
<b>New Business</b>	
<p>Board Budget</p> <ul style="list-style-type: none"> <li>• The Board reviewed the Board expenses year-to-date through 09/30/19, as well as the anticipated expenses through 12/31/19, and used this information to set the 2020 Board Budget</li> <li>• we anticipate that 4 Board members will attend the 2020 CCMA conference, and estimate the cost at \$1300/person</li> <li>• we will schedule a social gathering for the Board before the end of the year</li> <li>• Proposed 2020 Board Budget: \$16,000 total expenses</li> </ul>	<p><i>Motion to approved the proposed Board Budget for a total of \$16,000 for 2020 (move: Joanne, second: Stefan). Motion approved.</i></p>
<p>Annual Meeting committee formation:</p> <ul style="list-style-type: none"> <li>• Alice and Stefan have volunteered for the Annual Meeting committee</li> </ul>	<p><i>Action: Stefan to write a newsletter article asking for a volunteer to join the Annual Meeting committee. Newsletter deadline is October 26.</i></p>
<p>Strategic Plan for Board recruitment:</p> <ul style="list-style-type: none"> <li>• the Board would like to appoint a new member ASAP to fill the seat vacated by Raluca (term ending in 2021)</li> <li>• Of the current Board members, three people’s terms expire in April 2020.</li> <li>• desired skill-sets/experience for potential recruits: <ul style="list-style-type: none"> <li>◦ financial</li> <li>◦ communications</li> <li>◦ building/contracting general knowledge</li> </ul> </li> <li>• one suggestion for building up a “pool” of potential candidates for Board recruitment is to involve members in “standing” committees</li> <li>• A new committee is being formed: Committee on Member Engagement <ul style="list-style-type: none"> <li>◦ Sarah and Stefan are interested in being on the committee (although Stefan will not be able to join until the start of next semester)</li> <li>◦ focus on member engagement and education</li> <li>◦ review the material contained in the new member packet distributed at the cash register</li> <li>◦ help people understand what it means to be a coop member</li> <li>◦ survey membership so that the Board can better represent members</li> </ul> </li> </ul>	<p><i>Action: Kathleen to write a newsletter article on Board recruitment</i></p> <p><i>Action: all Board members to think about potential Board candidates</i></p> <p><i>Action: Kathleen to add Board Recruitment and Committee on Member Engagement to November’s agenda</i></p> <p><i>Action: all Board members to be prepared to contribute to the statement of purpose for the Committee on Member Engagement</i></p>
<b>Old Business</b>	

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<p>Downtown Country Fair was very successful and got good press coverage</p> <ul style="list-style-type: none"> <li>• almost 80 vendors participated</li> <li>• volunteers from ECSU Community Engagement</li> <li>• in the future, it would be helpful to have an idea of the number of people attending</li> </ul>	<p><i>Action: Stefan to contact a statistics professor to help estimate the number of people attending future fairs</i></p>
<p>Board Retreat: Next Steps</p> <ul style="list-style-type: none"> <li>• Bylaws revisions: waiting for lawyer's input</li> <li>• Strategic planning: <ul style="list-style-type: none"> <li>◦ Committee on Member Engagement will work on surveying members to find out what's important to them; consider using focus groups.</li> <li>◦ Use the information/feedback collected through member surveys to update the Ends policy</li> </ul> </li> <li>• Committee on Member Engagement to use the new member packet as a communication tool informing members about the bylaws.</li> </ul>	<p><i>Action: none</i></p>
<p><b>Store Update</b></p>	
<ul style="list-style-type: none"> <li>• Sept 2019 sales growth: 4.45% (relative to Sept 2018)</li> <li>• year-to-date sales growth: 6.62% (relative to 2018)</li> <li>• 85 new members joined in Sept (794 new members ytd)</li> <li>• Produce department performing really well</li> <li>• a 4<sup>th</sup> cash register will be added in Nov (before Thanksgiving)</li> <li>• new back freezer is operational</li> </ul>	<p><i>Action: none</i></p>
<p><b>Board Calendar Review</b></p>	
<ul style="list-style-type: none"> <li>• Policy D.7 will be reviewed in Nov</li> <li>• Coop Cafe, October 19 in Springfield</li> <li>• Columinate Cooperative Leadership - Board member training in mid-January</li> </ul>	<p><i>Action: Charlotte to write up the Board monitoring report for Policy D.7</i></p>
<p><b>Executive Session</b></p>	<p>None</p>
<p><b>Meeting adjourned</b></p>	<p>8:35 pm</p>