

**Willimantic Food Co-op  
Meeting of the Board of Directors  
January 2, 2020**

**Directors Attending:** Kathleen Krider, Alice Rubin, Nancy McMerriman, Natasha Sheer, Sarah Accorsi, Joanne Todd, Linda Brock, Stefan Kamola

**Absent:** Charlotte Ross

**Others Attending:** Roxana Mocanu (scribe), Patty Smith

**Call to Order:** 7:10 pm

Agenda Item	Resolution
<b>Members Speak Out</b>	
<p>Written comments/suggestions from the in-store Board board:</p> <ul style="list-style-type: none"> <li>• Having reusable produce bags available next to the plastic bag dispensers, and having reusable cups available by the coffee dispenser.</li> <li>• Offering products with less packaging; the Coop's mission statement should specifically list sustainability as a goal.</li> </ul>	<p><i>Action: Nancy to write a response to the comments and post on the Board board.</i></p>
<b>Consent Agenda</b>	
<ul style="list-style-type: none"> <li>• Approving the December Board Meeting minutes, updated per Linda's input.</li> <li>• Monitoring Reports: <ul style="list-style-type: none"> <li>◦ GM monitoring report B.1: Staff Treatment and Compensation <ul style="list-style-type: none"> <li>▪ Alice provided the results of the 2019 Employee Survey Policy Compliance Report.</li> <li>▪ The report concluded that: "These results show that Willimantic Food Co-op employees are generally very satisfied with their experience working at the co-op."</li> </ul> </li> <li>◦ BOD monitoring report C.1: Unity of Control</li> </ul> </li> <li>• Subcommittee Reports: <ul style="list-style-type: none"> <li>◦ Expansion Report: <ul style="list-style-type: none"> <li>• Alice signed a contract with Allen Seidner from "Thought for Food". Allen has worked with many coops on their prepared foods programs. He was also one of the 3 creators of Rising Stars - a Management Leadership training that many of our staff has gone to. Allen understands that we need financial projections to plug into our Proforma, so that we may assess the financial viability of the project.</li> <li>• Alice shared with the Board the preliminary schedule provided by Allen.</li> </ul> </li> <li>◦ Bylaws revisions: <ul style="list-style-type: none"> <li>• Alice spoke with Erbin Crowell from Neighborhood Food Coop Association, who knows our lawyer Dave Swanson very well. Erbin said that Dave works</li> </ul> </li> </ul> </li> </ul>	<p><i>Motion to approve the consent agenda (motion: Linda, second: Joanne). Motion approved.</i></p> <p><i>Action: Bylaws committee to work on a timeline and a deadline for David Swanson.</i></p> <p><i>Action: Patty to send the Board NCG's "What is a Co-op" short video from Stronger</i></p>

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<p>best when given a deadline. The committee needs to meet and outline goals to create that deadline. The same needs to be done for the Committee that will work on converting to a Coop.</p> <ul style="list-style-type: none"> <li>• The ad-hoc committee that will work on converting to a Co-op will involve members of the Member Engagement committee as well as the Bylaws committee, and Joanne.</li> <li>◦ Member engagement:             <ul style="list-style-type: none"> <li>• Stefan provided the minutes from the committee’s Dec 17 meeting. The committee identified the following three objectives:                 <ul style="list-style-type: none"> <li>◦ The Board will work to educate members-owners of the Co-op.</li> <li>◦ The Board will work on an ongoing basis to communicate news to member-owners.</li> <li>◦ The Board will establish a process for sub-committee sustainability.</li> </ul> </li> <li>• Discussion:                 <ul style="list-style-type: none"> <li>◦ many of the items/ideas listed in the Dec 17 meeting minutes will require a collaborative effort, involving Management and staff, as well as the Member Engagement committee.</li> <li>◦ The greatest opportunity for the committee to make a positive difference is in increasing the members’ sense of psychological ownership.</li> <li>◦ Discussion on who is responsible for managing/updating the content for the Board’s webpage.</li> <li>◦ The Member Engagement Committee will meet again on Jan 14 at 9:30.</li> </ul> </li> </ul> </li> </ul>	<p>Together.</p> <p><i>Action: Stefan</i> to look into how other Co-ops manage their Board’s webpage (start with Wheatsville and Seward Co-ops).</p>
<p><b>New Business</b></p>	
<p>Annual Meeting:</p> <ul style="list-style-type: none"> <li>• April 26, 5 to 7, at Waldron’s Studio 88</li> <li>• Agenda will be finalized at the Feb Board meeting, and will include:             <ul style="list-style-type: none"> <li>◦ Treasurer’s report</li> <li>◦ Joanne will talk about becoming a Co-op</li> <li>◦ highlight the changes to the Ends policy</li> </ul> </li> <li>• guest speaker: Sena Wazer</li> <li>• planning to provide childcare</li> </ul>	<p><i>Action: Charlotte, Kathleen, Sarah, and Natasha</i> to send their bio to Alice by mid-January, to be published in the newsletter announcing the Annual Meeting.</p> <p><i>Action: everyone</i> to re-read the updated Ends policy and come to the next meeting prepared to discuss it.</p>
<p>CT Food System Alliance contacted Patty and Lexa from Fiddleheads to inquire about giving a presentation</p>	<p><i>Action: Patty</i> to forward the CT Food System Alliance info</p>

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in January.	to Joanne.
<b>Old Business</b>	
<p>Columinate training:</p> <ul style="list-style-type: none"> <li>• CBL 101 (Cooperative Board Leadership), Saturday Jan 11 in Keene, NH. Stefan, Natasha, Sarah, and Charlotte are planning to attend.</li> </ul>	<i>Action: Sarah to register for the CBL 101 training.</i>
<p>Statement of Purpose for Board subcommittees:</p> <ul style="list-style-type: none"> <li>• Linda provided a statement for the Bylaws and Policy Committee.</li> <li>• Member Engagement Committee is working on a statement of purpose.</li> <li>• Board Recruitment Committee will set up a time to meet.</li> <li>• all Committees will choose a contact person (who must be a Board member).</li> <li>• Each Committee will have a folder on the shared drive to store relevant info.</li> </ul>	<i>Action: Stefan to write up a "Statement of Purpose" for the Member Engagement Committee to review at the Jan 14 meeting.</i>
<p>Coop's 40<sup>th</sup> Birthday party</p> <ul style="list-style-type: none"> <li>◦ Feb 1, at the Elks Club on Pleasant St in Willimantic, from 5 pm to 8 pm. <ul style="list-style-type: none"> <li>▪ Invitations will soon be available in the store</li> <li>▪ 2 Billboards will be announcing the party</li> <li>▪ finger foods</li> <li>▪ cash bar</li> </ul> </li> <li>◦ Feb 8 in-store party: <ul style="list-style-type: none"> <li>▪ 40 cakes</li> <li>▪ door prizes</li> <li>▪ samples</li> <li>▪ Board members to attend</li> </ul> </li> </ul>	<i>Action: none</i>
<p>Board Holiday Party:</p> <ul style="list-style-type: none"> <li>• The holiday party will be held on Sunday January 12, from 5 pm to 7 pm, at Joanne's house in Scotland/Windham. The food will be catered by Cafemantic. BYOB.</li> </ul>	<i>Action: none</i>
<b>Store Update</b>	
<ul style="list-style-type: none"> <li>• Sales growth: <ul style="list-style-type: none"> <li>◦ Dec 2019: mostly flat, slightly negative relative to Dec 2018</li> <li>◦ year-to-date: 6.02% (relative to 2018)</li> </ul> </li> <li>• 973 new members joined in 2019 (+128 relative to 2018)</li> <li>• holiday season went smoothly</li> <li>• new cash register lanes are working well</li> <li>• member services counter still to be added</li> <li>• new staff member hired in Produce</li> <li>• NCG member agreements have been rewritten. They have been streamlined to a simpler, clearer document which can now be shared with the Board and our members.</li> </ul>	<p><i>Action: The Board Chair (Kathleen) and DR (Patty) need to sign the NCG member agreement.</i></p> <p><i>Action: Alice to email Mark from Columinate to include all Board members on future Columinate email communications.</i></p> <p><i>Action: everyone to email <a href="mailto:kathleenkridder@sbcglobal.net">kathleenkridder@sbcglobal.net</a> (she has lost her contacts list)</i></p>

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<b>Board Calendar Review</b> <ul style="list-style-type: none"><li>• Policy C.2 will be reviewed at the Feb Board meeting</li><li>• Columinate Cooperative Board Leadership 101 - Board member training on January 11</li></ul>	<i>Action: Joanne</i> to write up the Board monitoring report for Policy C.2
<b>Executive Session</b>	None
<b>Meeting adjourned</b>	8:50 pm