

**Willimantic Food Co-op
Meeting of the Board of Directors
May 7, 2020**

This meeting was conducted virtually (on Zoom)

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

Absent: Charlotte Ross

Others Attending: Roxana Mocanu (scribe), Patty Smith

Call to Order: 7:07 pm

Agenda Item	Resolution
Members Speak Out	
Management (Patty and Alice) and the Board Chair (Kathleen) are responding to members' questions and concerns regarding the change in store operation to curbside service only, due to safety concerns over COVID-19. One member mentioned that the newsletter sign-up link on the website was not functional. This issue has since been resolved.	<i>Action: None</i>
Consent Agenda	
<ul style="list-style-type: none"> • Approving the April Board Meeting minutes. • Monitoring Reports: <ul style="list-style-type: none"> ◦ GM Monitoring reports: not available at this time, will be reviewed at a future meeting <ul style="list-style-type: none"> B4: Asset Protection B.3: Financial Condition and Activities (1st quarter) ◦ BOD monitoring report D.5: Director's Code of Conduct, submitted by Nancy McMerriman <ul style="list-style-type: none"> Discussion: none • Subcommittee Reports: No updates at this time <ul style="list-style-type: none"> ◦ <i>Expansion</i> ◦ <i>Bylaws & Policy revisions</i> ◦ <i>Member-Owner Recruitment and Engagement</i> ◦ <i>Board Perpetuation</i> ◦ <i>Reincorporation</i> ◦ despite the disruption caused by the COVID-19 pandemic, subcommittee members are encouraged to continue their work, meeting through online platforms as needed. 	<i>Motion to approve the modified consent agenda, consisting only of the April meeting minutes and BOD report D.5 (motion: Linda, second: Stefan). Motion approved, Nancy abstained.</i>
New Business	
<ul style="list-style-type: none"> • Review of monitoring reports calendar <ul style="list-style-type: none"> ◦ the Board decided to maintain the calendar unchanged • Columinate Webinar: "Strategic Planning for Top Leadership Teams", June 2, 8 PM <ul style="list-style-type: none"> ◦ all Board members are encouraged to attend. • Member Survey: <ul style="list-style-type: none"> ◦ in a collaborative effort between the Board and Management, a survey was created to 	<p><i>Action: Kathleen to send Alice a reminder two weeks prior to the GM report to the Board</i></p> <p><i>Action: all Board members, when completing the monthly BOD policy reports, to include a list of helpful resources (for future reference)</i></p>

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<p>anonymously collect input from members on the Willimantic Food Coop's COVID response and next steps.</p> <ul style="list-style-type: none"> ◦ The goal of the survey is to provide an avenue for open communication with members in a productive way. ◦ The Board and Management have reviewed the survey during the Board meeting and made changes to the wording as needed. ◦ Linda Brock is updating the survey, and will send the final version to the Board. ◦ Steve Murphy will add the logo and post it on the website. ◦ Once the survey has been posted on the website, members will be notified by email and fliers will be added to curbside delivery orders to inform members that the survey is on the website. ◦ Survey will be open for 2 weeks. <ul style="list-style-type: none"> • Board Retreat Date: <ul style="list-style-type: none"> ◦ the Board Retreat is typically scheduled on a Sunday in September. Todd Wallace, our Columinate representative, is the facilitator during the retreat. 	<p><i>Action: Board members please register for the Columinate Strategic Planning webinar.</i></p> <p><i>Action: Linda to send out the updated survey to the Board by end of day Sunday May 10.</i></p> <p><i>Action: All Board members to review the updated survey sent by Linda and provide feedback within 24 hours.</i></p> <p><i>Action: Kathleen to check with Todd Wallace about his availability to attend the Board retreat in September.</i></p>
<p>Old Business</p> <ul style="list-style-type: none"> • Annual Meeting: <ul style="list-style-type: none"> ◦ due to the COVID-19 pandemic, we were unable to have the Annual Meeting in April ◦ due to time constraints, there was insufficient time to discuss this topic during the May Board meeting. ◦ This discussion will be rescheduled for the June Board meeting. • Paycheck Protection Loan application: <ul style="list-style-type: none"> ◦ The Board voted on a proposed resolution to authorize the GM to sign the Small Business Administration Paycheck Protection Loan application. 	<p><i>Action: Kathleen to keep the Annual Meeting on the agenda for June</i></p> <p><i>Motion to approve the proposed resolution authorizing the GM (Alice) to sign the Paycheck Protection Loan application (moved: Stefan, second: Sarah). Motion approved.</i></p>
<p>Store Update</p> <ul style="list-style-type: none"> • Staff is working hard filling curbside delivery orders, serving our members while keeping everyone safe. • Sales declined in April: <ul style="list-style-type: none"> ◦ April 2020: -29.13% relative to April 2019 ◦ year-to-date: +1.88% (relative to 2019) • inventory will be scheduled for the end of June • positive feedback from members/shoppers using the curbside delivery service • collected approximately \$10,000 in donations so far • the annual review process is on-hold. Staff and Management will work together to set new 	<p><i>Action: none</i></p>

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priorities and goals in light of the new reality.	
Board Calendar Review <ul style="list-style-type: none">• Policy D.1 will be reviewed at the June Board meeting	<i>Action: Charlotte</i> to write up the Board monitoring report for Policy D.1
Executive Session	None
Meeting adjourned	9:19 pm