

**Willimantic Food Co-op  
Meeting of the Board of Directors  
August 6, 2020**

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

**Absent:** Charlotte Ross

**Others Attending:** Patty Smith

**Call to Order:** 7:03 pm

Agenda Item	Resolution
<b>Members Speak Out</b>	
Board Bulletin Board: no posts. Members Speak Out: none.	<i>Action:</i> none
<b>Consent Agenda</b>	
Monitoring report B.7 (from July) missing; monitoring report D.3 moved out of consent agenda for discussion. Balance of consent agenda: July 2020 minutes; Monitoring report on Policy B.3 Financial Condition & Activities; subcommittee reports.	<i>Action:</i> modified consent agenda approved (Moved: Joanne; second: Sarah. Abstained: Kathleen, Nancy)
<ul style="list-style-type: none"> <li>- Bylaws &amp; Policies: draft bylaws are in review for a final round of questions to legal counsel before presenting to the Board.</li> <li>- Board Perpetuation: Chair of Fiddleheads board contacted to schedule discussion of benefits of having competitive elections; awaiting a response.</li> <li>- No reports for Expansion, Member Engagement, Reincorporation or NextCloud Use.</li> </ul>	<i>Action:</i> other directors wanting to participate in discussion with Danny (Fiddleheads) confirm with Natasha.
<b>New Business</b>	
Monitoring Report D.3 Agenda Planning	<i>Action:</i> Linda work with Steve Murphy to determine whether the calendar function in NextCloud can support notification or subscription by Directors to events.
<ul style="list-style-type: none"> <li>- Natasha questioned compliance regarding the Board Calendar because it had not been updated re: cancelled or moved events. Discussed that the calendar is the reference for the annual cycle of monitoring &amp; Board activities, vs. a literal calendar for the specific year.</li> <li>- Would be helpful to have a central resource for known actual dates for events, preferably supporting notification/subscription.</li> <li>- Discussed process for monitoring reports if evaluator has questions: If an issue the evaluator needs to better understand to complete the evaluation, try to get clarification before writing the report. If an issue appropriate for broad Board discussion, place in an addendum after the formal evaluation, then amend the final report addendum to capture the sense of the discussion and re-submit. (Intent is to be able to still vote on compliance.)</li> </ul>	<i>Action:</i> Natasha to amend the D.3 report and resubmit.
Columinate Webinars	<i>Action:</i> directors to subscribe via Columinate website to receive email notices of upcoming events.
<ul style="list-style-type: none"> <li>- "Deep Dive into Policy Governance" attendees felt was a bit flat and hard to follow if not already knowledgeable.</li> <li>- Kathleen has been forwarding notices of Columinate offerings; directors are asked to individually subscribe instead.</li> </ul>	
WFC Email	<i>Action:</i> directors encouraged to set up rules to manage incoming WFC email;

**Willimantic Food Co-op  
Meeting of the Board of Directors  
August 6, 2020**

<ul style="list-style-type: none"> <li>- Some directors prefer not to use personal email address for WFC communications and asked about having a Co-op email address.</li> <li>- Discussed inadvisability of having director email addresses be public, as members should communicate with the Board as a whole via the contact form, not with individual directors.</li> </ul>	<p>Speak with Patty if feel need a separate WFC address.</p>
<p><b>Old Business</b></p> <p><b>Annual Meeting</b></p> <ul style="list-style-type: none"> <li>- Alice contacted the Town Manager about using the Shaboo Stage to hold an outdoor meeting in September, with no response as yet. A confirmed location is needed and planning time is short.</li> <li>- Patty talked with other Co-ops that have held virtual meetings with record participation. Kathleen likes possibility of using break-out rooms for discussion, and of quick polls.</li> <li>- Tentatively plan for Sunday September 20 in person, with Zoom or similar platform as a fall-back.</li> </ul>	<p><i>Action:</i> Alice to continue seeking a response from the town for a location.</p> <p><i>Action:</i> Patty to look into a corporate Zoom account for the Co-op.</p>
<p><b>Fall Retreat</b></p> <ul style="list-style-type: none"> <li>- Sunday September 27 in Kathleen's yard. Todd Wallace has the date scheduled but will attend virtually. Expect to structure time differently due to Todd's participation being virtual; shorter blocks.</li> </ul>	<p><i>Action:</i> directors add ideas for retreat topics/results to shared Google doc by Wednesday Aug. 19 for review by Exec Committee on Thurs. Aug 20.</p>
<p><b>D.1: Governing Style</b></p> <ul style="list-style-type: none"> <li>- Charlotte's report amended from June has been uploaded to NextCloud.</li> </ul>	<p><i>Action:</i> directors review the amended D.1 monitoring report for vote on compliance via email.</p>
<p><b>Store Update</b></p> <ul style="list-style-type: none"> <li>- Store power was lost Tuesday August 4 and not restored until late afternoon Thursday August 6; lacking backup generator coverage, frozen and refrigerated stock had to be thrown away. Some produce may be viable. Insurance can cover product and revenue loss.</li> <li>- Sales prior to the outage were up slightly over the prior month. There is little ordering for curbside pickup (about 10/day), but it continues to be important to those using it and the basket size is bigger.</li> <li>- Had only one employee leave during the COVID adjustments; two who had stayed home are back in the store. No one got sick. Jobs have become more fluid, with everyone pitching in across departments to get done what is needed.</li> <li>- Customer interactions feel different with masks etc. Most customers are respecting the rules and staff. Customers are adjusting to not being able to refill containers; usually have 2 people covering Bulk.</li> <li>- Considering re-expansion of store hours in a few weeks to 9am-7pm.</li> </ul>	<p><i>Action:</i> none.</p>
<p><b>Executive Session</b></p>	<p>None.</p>
<p><b>Calendar Review – September</b></p> <ul style="list-style-type: none"> <li>- B.7 Customer Service &amp; Value (from July), B.8 Membership (GM); D.4 Board Meetings (Sarah).</li> <li>- Develop Board Budget for 2021, for finalization by Oct. 1</li> </ul>	
<p><b>Meeting adjourned</b></p>	<p>8:26pm (by consensus of the whole)</p>