

**Willimantic Food Co-op
Meeting of the Board of Directors
December 10, 2020**

This meeting was held virtually (on Zoom).

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

Absent: Natasha Sheer

Others Attending: Patty Smith, Roxana Mocanu (scribe)

Call to Order: 7:03 pm

Agenda Item	Resolution
Members Speak Out	
Board Bulletin Board: - None	<i>Action: Nancy to put up a Member Speak-out notepad on the bulletin board</i>
Members Speak Out: - None	
Consent Agenda	
<ul style="list-style-type: none"> - Board Retreat Minutes (October 18) - minor correction - November Minutes - minor correction to Store report ytd loss - Monitoring Reports: <ul style="list-style-type: none"> ● BOD D.8 - Governance Investment ● GM B.2 - Financial Planning <ul style="list-style-type: none"> ○ Discussion: Need clarification on item 3: "The GM will not cause or allow plans that... Provide less for prerogatives or initiatives set forth by the board" - Subcommittee reports: going forward, Roxana will collect all the subcommittee reports into a document separate from the meeting agenda, to be sent (by email) along with the agenda packet prior to the Board meeting, and to be added to the NextCloud shared drive. <ul style="list-style-type: none"> ● Expansion: N/A ● Bylaws and Policy revisions (report submitted by Linda) ● Perpetuation (report submitted by Natasha) ● Reincorporation: N/A ● NextCloud (report submitted by Linda) ● Member Engagement: Steve Russo has joined the committee. 	<p><i>Motion to approve the consent agenda: (Moved: Linda; Second: Stefan. All in favor.) Motion approved.</i></p> <p><i>Action: Bylaws and Policy Revision subcommittee to re-write (and clearly state) item 3 in the B.2 Financial Planning monitoring report.</i></p>
New Business	
CLiCK class: Alice and Natasha attended	<i>Action: Kathleen to add the CLiCK class to next month's agenda.</i>
Subcommittee Assignments: <ul style="list-style-type: none"> ● Perpetuation: Nancy and Natasha ● Member Engagement: Stefan, Kathleen, Sarah, Kristine Fletcher, Steve Russo <ul style="list-style-type: none"> ○ Discussion: Does it make sense to combine member engagement and board perpetuation? Member engagement has a much broader purpose than just board perpetuation. Member engagement precedes perpetuation, although there is some crossover. 	<i>Action: none</i>

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<ul style="list-style-type: none"> • Matthew to join the Bylaws committee • Reincorporation: Matthew will be joining Alice and Joanne 	
<p>Subcommittee Statements of Purpose:</p> <ul style="list-style-type: none"> • Each subcommittee submitted a Statement of Purpose for the Board to review and provide feedback. • All Board subcommittees need to be chaired by a Board member. • The Member Engagement committee will address topics of interest for Annual Meeting, while the Annual Meeting committee will address the “nuts and bolts” (location, etc). 	<p><i>Action: Subcommittee chairs to finalize the Statement of Purpose.</i></p>
<p>Member Survey (May 2020): COVID Store Reopening</p> <ul style="list-style-type: none"> • over 1000 comments were collected in the survey; these comments provide valuable info about our members’ needs and wishes • We can use comment responses as a source of information for strategic planning • First step: Linda and Natasha extracted a subset of 100 random comments; they independently read through them and chose words or phrases that captured the essence of each comment (descriptors). • Next step: each Board member will get a subset of comments to read through and place in categories using the descriptors. 	<p><i>Action: Linda and Natasha to send out the list of the descriptors (categories) and a subset of the survey comments to each Board member.</i></p>
<p>Old Business</p>	
<ul style="list-style-type: none"> • Columinate Financial Training: started on Thu Nov 5, 4 weeks (skipping the week of Thanksgiving), ended on Thu Dec 3. The handouts (materials) are stored in the NextCould shared drive (in the “Board” folder, under “Conference and Materials”). • Board Election Ballot Update: Ballots were sent out 2 weeks prior to the Dec 15 voting deadline. • Member Engagement Request for Proposal (RFP) <ul style="list-style-type: none"> • At the November meeting, the Board voted to approve the RFP aimed at launching an educational program based on the cooperative principles. • Next step: sending the RFP out to several graphic design firms for bid 	<p><i>Action: Alice and Nancy to send Stefan recommendations on graphic design firms who might be interested in bidding on the RFP</i></p>
<p>Store Update</p>	
<ul style="list-style-type: none"> • Webcart: new online shopping platform was launched on Dec 9; not currently accepting online payment (payment options are pay at pickup or charging the credit card on file) • November sales: 7% less than last year • YTD sales: 6.41% less than last year • The store is running smoothly • Staffing is a challenge • Curbside sales (as a % of total sales) are increasing as the number of COVID cases are increasing 	<p><i>Action: none</i></p>
<p>Executive Session</p>	<p>None</p>
<p>Calendar Review</p>	
<p>Call with Todd (on Zoom) will be rescheduled</p>	<p><i>Action: Kathleen to reschedule the call with Todd</i></p>

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Meeting adjourned

8:45pm
