

**Willimantic Food Co-op  
Meeting of the Board of Directors  
March 4, 2021**

**This meeting was held virtually (on Zoom)**

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

**Absent:** Sarah Accorsi

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

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

Agenda Item	Resolution
<b>Members Speak Out</b>	
Board Bulletin Board: - None	<i>Action: none</i>
Members Speak Out: - None	
<b>Consent Agenda</b>	
<ul style="list-style-type: none"> <li>● February Minutes</li> <li>● Monitoring Reports:               <ul style="list-style-type: none"> <li>● BOD C.3 - Delegation to the Manager</li> </ul> </li> <li>● Subcommittee reports:               <ul style="list-style-type: none"> <li>● Expansion: no update at this time</li> <li>● Bylaws and Policy revisions (report submitted by Linda): The Bylaws subcommittee received a response from Dave Swanson. Alice and Linda will schedule a follow-up discussion with him.</li> <li>● Board Perpetuation (report submitted by Nancy): "The Board Perpetuation flyer is complete and posted on the Board board in-store. It can now be included in an email blast or used in the newsletter or social media as needed. Natasha and Nancy will be reviewing the Board packet during the month of March and will be prepared to suggest any changes or additions at the April Board meeting."</li> <li>● Reincorporation: no update at this time</li> <li>● NextCloud (report submitted by Linda): There was a major upgrade to NextCloud. Steve Murphy sent the new login info and instructions to all Board members.</li> <li>● Member Engagement: no update at this time</li> </ul> </li> </ul>	<i>Motion to approve the consent agenda: (Moved: Linda; Second: Nancy.) All in favor. Motion approved.</i>
<b>New Business</b>	
GM Monitoring Report - Ends <ul style="list-style-type: none"> <li>● Discussion on the importance of having an adequate reserve of cash, which was an essential element in being able to get through this challenging year.</li> </ul>	<i>In Compliance (Moved: Joanne; Second: Natasha.) Abstaining: Alice. All others voted in favor. Motion approved.</i>
NextCloud: <ul style="list-style-type: none"> <li>● new login info was emailed by Steve Murphy</li> <li>● discussion on password security</li> <li>● The desktop app works well.</li> <li>● NextCloud is working on Google Chrome, but not on Safari.</li> </ul>	<i>Action: none</i>

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<p>March newsletter:</p> <ul style="list-style-type: none"> <li>• The March newsletter will include a “save the date” for the Annual Meeting.</li> <li>• The Annual meeting notice/announcement will be a separate mailing. It will include the Annual Report and the ballot.</li> </ul>	<i>Action: none</i>
<p>CCMA Annual Conference:</p> <ul style="list-style-type: none"> <li>• June 7th through 11th</li> <li>• registration is currently open</li> </ul>	<i>Action: none</i>
<p>Member survey report:</p> <ul style="list-style-type: none"> <li>• The survey from May 2020 collected over 1400 responses (about 20% of members, as well as a few responses from non-members), and proved to be an important and effective tool for member engagement.</li> <li>• The comments to the question “What are one or two of the most important things about the Coop to you?” can be used as input to our strategic planning process.</li> <li>• Most comments relate to product and staff: overall product quality ranked first, local products ranked second, and staff ranked third.</li> <li>• A summary of the results will be shared in the Annual Report, framed in the context of how they relate to the Ends and the cooperative principles.</li> </ul>	<i>Action: Natasha and Linda to summarize the process used to compile the survey results/comments and produce the graphic.</i>
<b>Old Business</b>	
<p>NFCA conference:</p> <ul style="list-style-type: none"> <li>• March 20, from 10 to 12:30</li> <li>• Joanne, Alice, Linda, Natasha and Matt plan to attend.</li> </ul>	<i>Action: Kathleen to send the NFCA meeting info to Linda and Matt.</i>
<p>Annual Meeting:</p> <ul style="list-style-type: none"> <li>• virtual meeting on Zoom on May 23 at 5 pm</li> <li>• Announcement of the Board of Directors Election results.</li> <li>• The Board will review the agenda at the April Board meeting</li> <li>• The agenda will include the Treasurer’s report, a short summary of Reincorporation, the NCG report, the GM report, the BOD chair report, and a subcommittee overview.</li> <li>• Each presenter has the option to pre-record their presentation.</li> <li>• Need to set up the process for members to register for the meeting and get the Zoom meeting invitation.</li> </ul>	<i>Action: Nancy to work with Steve Murphy on the registration process for the Annual meeting. Matt can help if needed.</i>
<b>Store Update</b>	
<ul style="list-style-type: none"> <li>• Bulk department has reopened!</li> <li>• February 2021 sales: 18% <b>less than</b> February 2020 (store closed 3 days due to weather, and we were unable to host the birthday party).</li> <li>• Year to date sales: 11% <b>less than</b> 2021.</li> <li>• Staff bonus was well-received.</li> <li>• Webcart sales: much larger “basket size” compared to in-store.</li> </ul>	<i>Action: none</i>
<b>Executive Session</b>	
None	
<b>Calendar Review</b>	
BOD Monitoring report to be reviewed in April: C.4	<i>Action: Joanne to monitor C.4</i>
<b>Meeting adjourned</b>	9:00 pm