

**Willimantic Food Co-op  
Meeting of the Board of Directors  
2021-10-07**

**Directors Attending:** Linda Brock, Kathleen Krider, Joanne Todd, Natasha Sheer, Matthew Coolbeth (arrived 7:27)

**Absent:** Alice Rubin, Steve Bachiochi

**Others Attending:** Patty Smith

**Call to Order:** 7:01 pm

Agenda Item	Resolution
<b>Members Speak Out</b>	
Board Bulletin Board: - None Members Speak Out: - None	<i>Action: none</i>
<b>Consent Agenda</b>	
<ul style="list-style-type: none"> <li>● Minutes of September monthly meeting</li> <li>● Subcommittee reports               <ul style="list-style-type: none"> <li>○ Member Engagement Committee (Kathleen)</li> <li>○ Bylaws &amp; Policies Committee (Linda)</li> <li>○ Board Perpetuation Committee (Natasha)</li> <li>○ Co-op Reincorporation Committee (Joanne)</li> </ul> </li> <li>● Minutes of 2021 Board Retreat</li> </ul>	<p><i>Motion to approve the consent agenda excepting the minutes (Moved: Kathleen, Second: Joanne). All in favor. Motion approved.</i></p> <p><i>Board expressed appreciation for the high quality of Roxana's minutes.</i></p>

**Willimantic Food Co-op  
Meeting of the Board of Directors  
2021-10-07**

**New Business**

- Monitoring Report B.5 Communication & Counsel to the Board
- Monitoring Report D.6 Officers' Role

Discussed definition of secretary role and state of transition from Linda to Matthew. Action items created

- Monitoring Report B.9 Logistical Support

*Motion to approve the B.5 monitoring report (Moved: Joanne, Second: Natasha). All in favor. Motion approved.*

*Motion to approve the D.6 monitoring report (Moved: Joanne, Second: Linda). All in favor. Motion approved.*

*Action: Linda to complete write-up of secretary procedures*

*Action: Matthew catch up on archiving material*

*Action: Bylaws & Policies Committee: revise wording of 6.a to reflect that the secretary must ensure members have access to current copies vs simply must provide copies)*

*Action: to document scribe's responsibilities in board procedural manual*

*Motion to approve the B.9 monitoring report (Moved: Kathleen, Second Joanne). All in favor. Motion approved.*

**Old Business**

- Board Retreat Follow-up
- Review state of reincorporation process

Reincorporation requires a vote of the members. That vote is likely to happen at a special meeting called by the board sometime in 2022

- Review committee memberships. Directors not directly involved in reincorporation will join the Board Perpetuation committee (Linda, Natasha, Steve, Matthew). Patty also.

*Action: All directors to review material on hiring GM. (Board will need to form a search/hiring committee)*

**Willimantic Food Co-op  
Meeting of the Board of Directors  
2021-10-07**

<b>Store Update</b>	
<ul style="list-style-type: none"> <li>• Update given by Patty. Sales this month 2% less than 2019</li> </ul>	<i>Action: none</i>
<b>Executive Session</b>	
Meeting of executive committee	<i>None</i>
<b>Calendar Review</b>	
	<i>Action: Alice to review B.3(Financial Conditions &amp; Activities)</i>  <i>Action: Natasha to review D.7 (Board Committee Principles)</i>
<b>Meeting adjourned</b>	
Adjourned: 9:01pm	