

Willimantic Food Co-op
Meeting of the Board of Directors
January 4, 2024 7:00 pm – 9:00 pm, Webb Hall, ESCU Campus, Willimantic

Directors Attending: Brock Alosky, Steve Bachiochi, Linda Brock, Matthew Coolbeth, Patty Smith, & Joanna Todd

Absent: Nitti Pandey

Others Attending:

Call to Order: 7:03 pm

| Agenda Item | Resolution |
|---|---|
| Check-In | <i>Action: none.</i> |
| - None. | |
| Members Speak Out | |
| - None. | <i>Action: none.</i> |
| Consent Agenda <i>(no motion to approve required)</i> | |
| Minutes of December's monthly meeting - Discussion: suggested that when <i>approve</i> a policy change that the actual wording of the revision go in the minutes. Add that as an addendum at end. Matt has sent Kim the exact language. Todd amended to approve with addition of policy language, Coolbeth seconded. All approved. | <i>Action: approved, all in favor of approval</i> |
| Committee Reports - Discussion: Alice Retirement. Reincorporation - awaiting meeting date w/ Bruce for help. In contact w/ Horizons re: meeting space, meeting bi-weekly. Proposed statute language in the works from Dorsey. Goal is to have meeting before start of legislative session. Mae Flexor suggested sending her the language right away for the judiciary committee to see early. | |
| New Business | |
| Policy Monitoring Calendar Update - Adopted | |
| B.4 Asset Protection verbal update - Patty found review of the policy a good exercise. Highlights: insurance – Patty is reviewing the coverage for familiarity & adequacy (expects it is in good shape). - Security of premises – has been considering this as operations mgr; developed checklist & feels both properties are generally secure but will be reviewing access in more detail. Security cameras – evaluate whether to add – and more Church lighting. | <i>Action: none.</i> |

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| <ul style="list-style-type: none"> - Data and info – report has relied on description from Steve M, Patty asked for review & confirmed largely unchanged. Expects to create a disaster recovery plan for data/I.T. systems & ensure enough redundancy for Steve Murphy’s knowledge. - Uncontrolled purchasing – don’t have explicit budgets for buyers, but training covers need. - Conflict of interest – a couple of employees sell to the Co-op but purchasing & financials are handled by others. Due diligence in contracts: have ongoing ones e.g. United Services for H/R support and Employee Assistance – believe they were entered into with due diligence. - Public Image: have great reputation in Willimantic Social Media reviews seem positive. Work hard to visibly practice our values. - Capital expenditures: no transactions over \$25k w/o Board approval. | |
| <p>Monitor Report C.1 Unity of Control</p> <ul style="list-style-type: none"> - Reviewed and approved as compliant. | <p><i>Action: Move to approve C.1 as compliant (motion: Coolbeth,, second: Brock), all in favor.</i></p> |
| <p>Board Seats for 2024 Election</p> <ul style="list-style-type: none"> - Should have minutes formally reflect the selection of the Management director (team is currently Patty, the 4 department managers, plus Kathy as finance mgr). The Board recognizes Patty Smith as the management director. | <p><i>Action: Move to add a member seat, bringing member total to 8 (motion: Todd, second: Coolbeth), all in favor.</i></p> |
| <p>Strategic Planning & Retreat</p> <ul style="list-style-type: none"> - Patty feels have a lot of big things going on, with GM transition, expansion, growth; important that we’re in alignment and that she has good guidance in tackling her strategic planning. We will be making big investments. Some of our goals have been fairly dormant. She also felt the flow chart slide from the retreat was effective. Asking for some serious strategic work to be done at the board level as a support for her in the initial years as GM and leverage the resources have built. - Discussion: Board to do a poll for people’s availability. Suggested to have Todd facilitate. Question: Do we need to also nail down our facility goals/requirements as part of this process, to clarify expansion project & support that aspect of planning? | <p><i>Action: Doodle poll for people’s availability.</i></p> |
| <p>Old Business</p> | |

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| <p>Board Recruitment “Meet & Greet” sessions: alignment on messaging</p> <ul style="list-style-type: none"> - Possibly lead in the “what to know” doc with a statement about why people are needed. Have some copies of the doc available in case people DO express a real interest. - Katherine maybe not in town for the 20th; will check. Steve will do hot drinks; Patty can provide some refreshments from store. - Communication: Patty going to send a monthly short info email & will include a hello from her, Wooden Nickel vote, Meet & Greet; social media posts; register card. Posters on or near the doors? Steve hang at Grounded. - “Big Project” topics: <ul style="list-style-type: none"> - Expansion: stick with the message in the Compost: own the property on Church, are doing environmental remediation to support next steps, and developing plans. - DEI but couched as accessibility, inclusivity and deepening our commitment to the community - Member involvement – expanding opportunities – Board interface, the locus of democratic involvement. - Reincorporation (still) | <p><i>Action: none.</i></p> |
| <p>Store Report</p> | |
| <p>Ended 2023 @ \$7.2M; 11% sales growth over prior year, 9% in December. 2nd biggest day and 2nd biggest weeks ever right before Christmas, staff did amazing job. (Only bigger week was before COVID)</p> | <p><i>Action: none.</i></p> |
| <p>Executive Session</p> | <p>8:47 pm</p> |
| <p>Meeting adjourned</p> | <p>9:22 pm</p> |