Rutland Area Food Coop Board of Directors Meeting Minutes
June 22, 2023
Location: RAFC board meeting room

Mission: To improve the quality of life for people in the Rutland region through the sale of whole and natural food products.

Goals of operation:

1. Affordable access to natural and whole products

2. Provide a market for local and regional producers of natural, minimally processed products.

3. Provide a community building and educational center where people can work, shop and learn together.

4. Support and work cooperatively with other individuals and organizations whose purposes are similar to those of the Co-op.

Board of Directors:
Theresa Haywood- 1st Facilitator
Annika Anca- 2nd Facilitator
Steven Morneau- Treasurer
Melissa Rixon- Clerk
Jeanne Kaufman
Jennifer Sanford
Christopher Ettori
Kevin Gustafson

GM: Jeffrey Reel

TIME	LEAD	AGENDA	DESIRED OUTCOME
6:00 1 min 6:07pm Call to order	Theresa	Welcome	Call to order Jeffrey Reel, Chris Ettori, Kevin Gustafson, Jen Sanford, Melissa Rixon, Theresa Haywood, Annika Anca
6:01 5 min	Theresa	Comments from staff or member-owner guests	Concerns heard with decision to address topic in new business if indicated No guests present.
6:06 2 min	Theresa	Agenda review	Approval of agenda after modification, if indicated
6:08 2 min	Theresa	Announcements	Rutland Pride attendance summary: Traffic at our table was better in the morning, but weather change made for a slower afternoon. Many folks new about us and shopped at the co-op sometimes. We all had good conversations about folks. We recommend attending in the future. We will likely post the board recorder position soon. In the meantime the board members can take turns recording meeting minutes. As a part of this process, we discussed evaluating the wage offered for the role as well as any store discount benefits.
6:10 5 min	Theresa	Review April and May's minutes	Approval of both sets of minutes April Minutes: Motion to

			approve by Chris E. and 2nd by Annika A. May Minutes: Motion to approve by Kevin G. and 2nd by Jen S.
6:15 40 min	Theresa	Finance (**Jeanne,** Steve, Melissa) Membership/Board Development (**Melissa,** Theresa, Steve) ● Customer survey update ● Discuss next outreach event Lease/Strategic Planning (**Jen,** Chris, Steve, Theresa, Annika) ● Did not meet Education (**Kevin**, Theresa) ● PEG TV outing ● Brief discussion of ideas for cooking show or coop informative show Bylaw Review (**Kevin**, Jen, Jeffrey, Theresa) ● Discuss suggested substantive bylaw changes (15 minutes) Annual Meeting (**Jen**, Theresa) ● Discuss advancements in plans	Finance: See Jeanne's notes. Membership: Pride details reviewed; Survey to members will go live and be available until Annual Meeting; Will evaluate attending August Friday Night Live & details; In Co-op tabling maybe outdoors, Saturday, and midweek evening; Melissa will share survey responses and all board members are welcome to request access/information; The final survey results will be prepared for sharing by the Annual Meeting Education: Theresa & Kevin went to PEG TV, good conversation and forms signed for camera usage, they have great facilities, Kevin's ideas for how to best utilize this resource to achieve the goals of the education committee: 3 consistent themes "Cooking with the Co-op" part at the co-op and part at the studio partnered with community culinary folks co-promotion of local producers - quarterly; "Co-op Ketchup" what's

			new kind of media show quarterly again but each month one thing is produced; PEG TV also posts; Newsletter: voice over YouTube so content is provided in a listening format not just read; Name of the game is content creation in Education Chris called attention to the Health Department's regularly running cooking show as a avenue of potential collaboration Annika noted the recent fundraising programs/event hosted at the Paramount and suggested a competition of culinary nature airing at the Paramount Jeffery highlighted his prepared sustainability lecture as a possible ready-to-deliver education content particularly given the Fall back to school and the Godnick adult center was noted as a resource for hosting and collaboration Bylaw Review: Review of materials that Theresa provided at start of meeting; Good group discussion to bring forward more edits to the committee regarding substantive changes to our ByLaws; They will be brought forward again to the next meeting; Goal is

			clarity and accessibility (Include changes document in the notes)
6:55 2 min	Melissa	C5- Code of Conduct	Approve report, determine any indicated policy change Reviewed, but tabled for further discussion next meeting to determine if more changes are recommended to address accountability and expectations of board directors.
6:57 5 min	Jeffrey	B	Approve report, determine any indicated policy change Kevin G. inquired as to why staff do not attend board meetings. He wanted to make sure they knew they were welcome. Jeffrey confirmed that staff are aware and supported to attend the meetings. This is not atypical for the history of the co-op. Kevin G. noted his preference and vision for the future would be that it was common for staff to be present. Supporting/encouraging attendance may be discussed again later to further explore this idea. Motion to accept in compliance Theresa H. and 2nd by Kevin G.
7:03 5 min	Jeffrey	GM Updates • See included report	Inform board about pertinent items with opportunity for questions

			As a part of joining NCG and the recent changes, Jeffrey and the board discussed how staff roles and expectations may adapt. These changes would align with the needs and goals of the co-op, and be comparable to the expectations and roles as industry peers. These changes will also be undertaken with appropriate training and supports.
7:08 2 min	Theresa	Old Business • Board retreat date	Tabled.
7:10 5 min	Theresa	New Business • Discuss board likes	Tabled.
7:15 3 min	Theresa	Review committee meeting schedule and next BOD meeting date: Lease/Strategic planning: 1st Thurs, quarterly, July 6, noon, virtual Finance: 3rd Weds- July 19th, 6pm, virtual Membership: 2nd Tues- July 11th, 6:30pm, virtual Education: 3rd Tues- July 18, 6:30pm, virtual Annual Meeting/ Nominations/ Bylaw: 1st Thurs- July 6, 6:30pm, virtual Next BOD meeting: 4th Thurs-	Lease: Confirmed. Finance: Confirmed. Membership: Confirmed, conflict with other community meetings noted by board members. This committee meeting time may be evaluated to best accommodate board attendance. Education: Confirmed. Annual Meeting/Nominations/Byl

		June 27th, 6pm, RAFC meeting room	aw: Confirmed. BOD Mtg. 7/27
7:18 2 min.	Theresa	PG assignment for next meeting: Jeffrey: B2 C6: Highlight action items	C6: Theresa Haywood
7:16		Adjourn	Meeting adjourned at 7:59pm; Motion by Theresa H. and 2nd motion by Jen S.
		No Exec. Session planned	