

Rutland Area Food Coop Board of Directors Agenda
July 25, 2024
Location: RAFC board meeting room



BOD Present:

Theresa Haywood- 1st Facilitator
Steven Morneau- Treasurer
Irene Gold
Gisela Keller
Jennifer Sanford
Max Walker
Justine Ligen

Absent:

Jeanne Kaufman- 2nd Facilitator
Kevin Gustafson- Clerk
Christopher Etori

Guests:

Hannah Abrams

GM: Jeffrey Reel

Board Recorder: Katie Salomon

Facilitator Call to Order: Theresa called the meeting to order at 6:05 PM.
Max was elected timekeeper.

Agenda Requests/ Comments From Staff or Member- Owner Guests:
None.

Clerk's Report:

-Approval of June Minutes:
-minor edits discussed

Motion to Approve March Minutes:

-1st- Jennifer

-2nd- Justine

All were in favor.

Treasurer's Report:

The Finance Committee noted no money was taken from the money market and reported an increase in profit. Jeanne corresponded with Marsha regarding the increase in accounts payable. Factors accounting for the increase include:

- Our 3rd party independent payment processing system automatically debits our account for Alberts and UNFI purchases.

- June 30th We owed \$7,769.00 as opposed to last year's balance of 1,038.00

- 24,000 owed to UNFI compared to last year when nothing was owed to UNFI

- we currently buy more from UNFI

- we do not control when payments are made

- all bills are processed to accounts payable according to their purchase dates

- potential IRS tax adjustments

Year End Finance Review

- We have more assets in cash equivalence (ERTC)

- Still a net loss from operations, but less than that of last year (approximately \$3,000.00 less net loss)

- sizeable net income due to ERTC

- is the report pointing to changes needing to be made in GAAP

(Jeffrey to ask whether we are in accordance with GAAP)

Vote to approve Year End Finances:

1st- Theresa

2nd- Gisela

All in approval: motion approved

Committees:

Education: Justine discussed the idea of fliers focused on the benefits of local goods.

Justine is to complete A 1st draft.

Voter Registration Day- Non-partisan event scheduled for September 17th inside or outside the store (weather permitting)

The committee hopes to plan some wine events. A short column from Gerd about wine is to be included in our newsletter to include potential tasting/ pairing information. Non alcoholic alternatives to wine and beer are also to be included.

Jeffrey to help move newsletter forward with Nadaline and review potential quarterly deadlines.

Strategic Planning: The committee did not meet. Next meeting was proposed for the second Wednesday of the month. Expansion and long term goals reviewed, Lease discussed, Negotiation and store improvements. Gisela to send an email inviting committee members.

Annual Meeting Committee: Skipped and reviewed in 'old business'

Policy Governance:

Officers' roles:

Theresa and Max reviewed CBLD template and chose a more generalized reiteration of the bylaws. Theresa is to send template regarding board member expectations for recruitment for review.

GM Report

B2: Jeffrey reports compliance. To move to February in time for Fiscal year

1st: Jennifer

2nd: Justine

All in favor to approve.

GM Update: A brief discussion was had regarding the pronunciation heard in the radio advertisement.

Old Business:

-Gisela Presentation Draft

- "healthy food for healthy living"
- purpose of the draft was to introduce the concept and later fine tune as a means to recruit and energize prospective board members and potentially receive funding from foundations and state agencies. An example of Pittsford Village farm was included
- Gisela gave an external look as to "why food cooperatives matter?"
- Info graphics RE NCG and financial reports
- importance of our exemplary milestones
- Importance of listing local vendors and farmers including a map
- Importance of listing our values and ambitions- local healthy food, investment in Rutland, one time(stop?) shopping, climate change and sustainability, being a community hub
- importance of affordable pricing
- Gisela plans to come up with a timeline which GM is in agreement with that reflects "our future journey and strategy"- something detailed for donors.
- it was determined that a 2-3 year Strategic plan is best as opposed to a 5 year plan
- we discussed the elections' impact on potential funding
- It was determined that the PowerPoint is necessary to guide our intentions
- Gisela to add further details, PowerPoint to include stats and customer numbers. Also, looking into funding agencies

Ends:

Our existing ends were reviewed. It was agreed the Ends should function as a goalpost for the GM, including; amplifying community wellbeing and sustainability, affordable

access to naturally whole, minimally processed and sustainable food and products, support for local and cooperative producers, community building and education, employee wellbeing and engagement as well as providing a welcoming environment. It was decided that the Ends be contemplated in further detail by the board. The topic of climate and sustainability was decided as an important piece to include.

Other ideas:

- the addition of more concrete language
- cohesion where topics have distinct formats- easier to fundraise or get more membership and participation, giving us the ability to better educate the community
- vetting of products based on community standards and creating a buyers guide so their ideals can be realized.

(Jeffrey to share buyer's guide with board)

- inclusion of conventional items?

Theresa to bring Ends discussion to retreat (new business covered)

Annual Meeting:

August 21st

No speaker, but activity proposed

- discussion of why the coop is good and why do we like it
- idea to have members write their thoughts and membership can see who the board is and each can present our values
- press releases and media list can help boost attendance
- Jeffrey to generate questions via email to Steven in order to ask members "will they attend the annual meeting?"
- Board to propose larger signage RE annual meeting to Jeffrey
- Rain location- the Hub

Review of Upcoming Meetings:

- Finance: Aug 14, 6pm, virtual- Jeanne
- Strategic Plan/ Lease: 2nd Wed. Aug. 14, noon/12:15
- Columinate consultant meeting (2nd Thurs): Aug 8, 10am, virtual
- Education (3rd Thurs): Aug. 15, 2pm, board mtg room
- Annual meeting committee: Aug. 15, virtual..contact Theresa

Next BOD meeting (4th Thurs): Thurs Aug. 22, 6pm, RAFC board meeting room

PG Assignments:

Jeffrey: B1

C7: Gisela

Action Items:

- Jeffrey to consult with Marsha as to whether or not we are in compliance with GAAP
- Gisela to send email to invite members to next Strategic Planning committee meeting

- Theresa to send template to share with board members regarding board members' roles
- Language in Gisela's presentation to be changed from "competitive pricing" to "affordable pricing"
- Gisela's edits to PowerPoint
- Board to contemplate additions or edits to Ends
- Jeffrey to share current buyers' guide with board
- Theresa to facilitate Ends discussion further during retreat
- Jeffrey to consult with Steven to generate customer questionnaire: "What changes can the coop make today?", "will you be attending the annual meeting?"
- Board to propose larger signage regarding annual meeting to Jeffrey
- Bios needed from all reelected members and sent to Theresa - "what motivated members to be on the board"
- Board to consider new nominations
- Theresa to receive help RE annual meeting
- Jennifer to cancel tent
- signage/ directions to be made to assist attendees
- Final annual meeting committee-Thursday before the 15th- Theresa to send invite link 6:15pm
- Gisela to email Cabot RE cheese for annual meeting

Motion to Adjourn:

1st: Jennifer

2nd: Max