

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



BOD Present:

Theresa Haywood- 1st Facilitator  
Jeanne Kaufman- 2<sup>nd</sup> Facilitator  
Steven Morneau- Treasurer  
Kevin Gustafson - Clerk  
Christopher Etori  
Irene Gold  
Gisela Keller  
Jennifer Sanford

Absent:

Max Walker  
Justine Ligon

Guests:

None

GM: Jeffrey Reel

Board Recorder: Katie Salomon

**Action Items:**

- Jeffrey to discuss patronage grant with Marsha
- Gisela to speak with Hannah RE goals before next strategic planning committee meeting
- Theresa to receive quote from Phil Henry for Annual Meeting
- Theresa to provide Nadaline with 'Save the Date' info for social media ads
- Review of market study amount to sales projected, CAT survey, PROforma study
- Review of Expansion revision form
- Board member recruit for ballot
- Theresa to send BOD document to suggest ends edits

**Facilitator Call to Order:** Theresa called the meeting to order at 6:04 PM.  
Kevin was elected timekeeper.

**Comments From Staff or Member- Owner Guests:**

None

**Clerks Report:**

-Approval of March Minutes:

-minor edits discussed

Motion to Approve March Minutes:

-1<sup>st</sup>- Jeanne

-2<sup>nd</sup>- Irene

All were in favor.

**Treasurer's Report:**

Jeffrey and Jeanne were present at the last finance committee meeting. There was a small Net maintained in March. The Annual net was larger in comparison. Jeffrey discussed patronage with Middlebury to find we do not pull money from the ERTC. The board reviewed Jeffrey's continued progress as GM and balance sheet success.

**Policy Governance:**

C3: Irene reports C3 in compliance . All were in favor.

A Ends: Jeffrey reports all 4 areas in compliance. The same being reported for the mission statement. Concerns were raised with regard to grammatical errors and editing.

Motion to accept: 1<sup>st</sup>- Theresa  
2<sup>nd</sup>- Kevin

**Committees:**

Education: The Education committee is working on changing the charter to require at least one staff member. The Pride/Juneteenth event is an all- day event occurring June 22<sup>nd</sup>, beginning 11am-5pm- Kevin, Jeanne, and Steven volunteered to take shifts to assist.

Strategic Planning: Gisela, Chris and Theresa discussed the importance of articulating why we would like to expand, proposing to ask members to reflect on this vision and ask them to provide their ideas. Jeffrey preferred for the board to be fully in agreement, as well as conducting market and PROforma studies, before reaching out to members. These studies will serve as a means to determine whether moving or expanding is feasible. Members can then make an informed decision

- Last market study did not review staying and expanding. This was last reviewed pre-covid

-PROforma study can provide the financial information necessary

-ERTC can be good seed money for a capital campaign. Sales per sq. foot are lower than the average Co-op (about half).

-New staff can continue to raise staff performance

- How can we keep a business continuity plan so that a new member might know what is going on?
- Proposal for Jeffrey to take the lead on Market study and PROforma while keeping the board informed
- Discussion of the importance of data and tempering with ends and values. Is our present location important to help the public?
- A suggestion was made to meet monthly with the lease committee

#### Annual Meeting Committee:

- Confirmation of tables and chairs received
- confirmation received from the masons
- Phil Henry to play music- no quote yet
- Save the date card by Green Screen or social media ads

**GM Update:** No comments regarding written report

#### **Old Business:**

- CCMA- \$1,000 or \$500 daily
- Jennifer no longer available
- New hire potential attendee for CCMA

#### **New Business:**

- Review of lifetime membership pricing

#### Ends Discussion: NFCA notes posted by Theresa

- We plan to use Ends to guide membership
  - topic to be a part of the annual meeting
  - 
  - Who do we want to include?
  - ?-will we wasn't to have a small dedicated group first and move to a larger group of members
  - Board is to contemplate Ends discussion in June or July- Ad hoc committee to discuss ends further

#### **Review of Upcoming Meetings:**

- Finance (3rd Wed): May 15, 6pm, virtual- Jeanne
- Strategic Plan (2nd Thurs): May 9, 1pm virtual- Gisela/Theresa
- Columinate consultant meeting (2nd Thurs): May 9, 10am, virtual-Theresa (contact if interested for link)
- Education (3rd Thurs): May 16, 2pm, board mtg room
- Annual meeting (4th Mon): May 27, 6:30pm, virtual/conference call

Next BOD meeting (4th Thurs): Thurs May 23, 6pm, RAFC board meeting room

#### **PG Assignments:**

Jeffrey to complete B1

Jeanne to complete C4

-Board to think, "What would you tell members about a meeting?"

-Voices of members should be involved and diversity to be heard