**Rutland Area Food Co-op Board Meeting**

**June 23, 2016**

**Present:**

Board: Rhonda Bates, Dave Tibbs, Irene Gold, Laura Daubenspeck, Chris Littler, Matt Poli, Phoebe Flemming , Seth Carvill, Diana Hayes, Regina Alexander

Board Absent: Hannah Abrams, Matt Karczmarzyck

Staff: Zach Stevens, Julie Zaloudek, Sharon Traverse

Members: Kevin Zaloudek, Kris Harmelink

Meeting brought to order: 6:36 p.m.

**Approval of Minutes:** Regina moves approval, Matt seconds.

**Committee Reports:**

1. **Finance Report (In Dropbox)**

New members joined – Matt P., Regina, and Matt K. will be joining.

Down $750 in sales for the month, but the store was closed early for painting, annual meeting, and all day on Memorial Day, but profit was up about $5K! That’s compared to $900 last year.

Dave asks how we’re trending – Zach says we’re seeing increases every month over 2015. We

will have a profit in Q1!

Phoebe moves to accept the report, Irene seconds.

1. **Strategic Planning Committee (Zack & Julie)**

We want to achieve 5 Goals per quarter

I the first quarter we’ve done the following:

Made progress on the NCG membership

Had a successful Annual Meeting

We had 603 new members join in the last 18 months – more than 1 membership/day

Painting and overhaul – about 80% there.

Warehouse cleanup – 50% there.

We’re now engaged in Brand Promise and have identified Key Performance Indicators (KPIs). Hannah will fill us in more at next meeting. We are making progress!

Matt P. moves to accept the Strategic Planning Committee report, and Diana seconds.

Next committee meeting Monday 7/11, 1-2:30. All are welcome.

**PG Reports**

C5 - Code of Conduct reviewed by Chris

We are in compliance. Questions about conflict of interest were addressed in December.

Chris recommends a change to the Code re: attendance at meetings, perhaps mention the guidelines in by-laws allow two absences before directors will be relieved of their posts.

Irene and Laura ask if it makes sense to modify and update the policy, and what is the process? We’d have to move to change it, and depending on what changes we propose, it may also mean a by-law change.

Diane moves to accept; Seth seconds.

**GM Reports – (In Dropbox)**

A – Ends Policy

Highlights:

NCG membership will ultimately increase affordability.

Community outreach and involvement could improve, though we are connected well with nonprofits through donations.

Decision Tree – Accepted in Compliance. We do want this policy? Yes.

Laura moves to accept; Chris seconds.

**GM Update**

Profits up for the month! We got so much accomplished in a short time:

Floor painted!

Turned in NGC application!

June $6K to 7K up over last year!

Zach says we’re seeing new faces – we’re up to member #5000! Zach gave them a $10 gift cert (out of pocket), and came back in the next day. Annabelle (#1) was in a few minutes later.

Sold over $3K of plant starts in May.

Matt P, Diana, and Hannah came in to help on paint night!
Local strawberries from Yoder Farm slightly discounted; Dos Ninas raspberries coming soon.

Awning broke and needs repair; produce cooler leaking – drain pans required until re-epoxied; oven needs to be repaired or perhaps replaced. Semi-annual compressor cleaning this month.

Gilfeather Turnip demo in honor of our new state veggie – the news media came to the demo. We sold a LOT of them that day.

Monday 2-6pm gelato tasting!

Kitchen is really hot – please let us know if you find a second-hand free-standing AC unit.

Store closed for July 4th – it’s a Monday. Even Zach will be off that day.

Nick is on the warehouse cleaning, zone by zone, it really is looking better.

Rutland Herald going to 4x/week printing, but putting their energy in the Rutland GO! App, and we’re on the ground floor with that.

Testing Member-only coupons we discover they’re not working. Member-only sales are in the works. Testing on Castleton Crackers and Champlain Orchards ciders.

Julie and Zach are developing a buyers’ training with support from Sharon. Buying staff has never had real focused training.

Cost-effective options for weatherizing the warehouse to make it more livable in winter. Adequate and safe. It’s temporary, since Mark Foley will be renovating the whole theater. We will run it by him. Matt suggests even a professional tent, and make sure whatever you do is compliant with workplace safety standards. Phoebe says Mark might not like the idea of us doing it ourselves. Dave wants us to schedule this meeting asap.

Group picture delayed until all board members are here. Steve is going to do a photo shoot to make the images uniform, and more indicative of the Co-op atmosphere.

Zach will send out alerts about the next volunteer opportunity for board for painting.

Dave asked if there are any more low-price organic/quality product lines like Field Day. Julie says UNFI is offering 30-40% discounts on certain products, and don’t have to buy a pallet of these items. Works well for small Co-ops. More effort in making sale items prominent – a lot of credit goes to Steve Peters for this and so much else (FB, Website, sale flyers, food/recipe demos, signage).

**New Business**

**Education & Outreach** - Dave wants to reinvigorate the Education and Outreach Committee, but Zach says we have bigger priorities to achieve first. Dave wants us to approach elementary schools in the area re: good food. Find out what RAFFL and NOFA-VT Farm to Community Mentor for Rutland are doing, see if there’s a way that we can support them. Can we sponsor a school garden, or street trees. But first we need to get our capital built up. Think of this for the future – check back in January 2016.

**Policy Working Group** – Basic policies and procedures are either extremely out of date or nonexistent. An employee handbook is a benefit to staff, protects them from capricious management decisions, also is a protecting Co-op against adverse legal action. Do we have a privacy policy? She proposed a committee to broadly craft policies and best practices. Dave recommends CDS resources. Zach has asked Middlebury to share their policies. Take the weight OFF Zach on this project. Just give him something to mark up, and he wants to involve staff in the process, too.

Laura, Regina and Irene will take this on.

New board members need invitations to Dropbox. Zach will make sure this happens.

**Next Month – Meeting Thursday, July 28th**

GM report – Free next month, but will provide a brief financial update with graphs.

C6 – Officers; Rhonda will mentor Phoebe.

Strategic Planning Committee on Mondays 7/11 & 7/18, 1-2:30 p.m.

Finance Committee meets July 21

Regina moves to adjourn, Irene seconds. No need for executive session.

Meeting adjourned at 7:50 p.m.