Minutes from RAFC BOD meeting: March 24, 2022

Directors present: Chris Ettori, Annicka Metcalf. Jeanne Kaufman, Sam Buduski, Theresa Haywood

Also in attendance: Jeffrey Reel GM

Directors absent: Matt Poli

Chris called the meeting to order at 6:07am

Sam made 1st motion to approve February minutes, Jeanne made the 2nd motion and the motion passed.

**Finance Committee**: Sam shared that they discussed the ice cream freezer but agreed that no approval was needed from the committee or the board. They will need to decide how to account for the allegedly stolen money ($2500) @ year end.

The year-end auditing/financial review will cost $7000. There is a leadership fee for $1250 that is unaccounted for. Jeffrey will look into this.

No net profit this month. End of year is March 31st.

**Board Development Committee (BDC).** Theresa had not gathered a meeting but had decided that a focus should be membership based on feedback from a staff member that it was difficult to convince customers to purchase or renew membership. A presentation from Columinate was distributed that reviewed benefits of membership outside purchase discounts given the patronage dividend model that that RAFC has adopted. Theresa will work on a write up and send to Jeffrey for approval and cover costs to have it printed and leave at the check-out. She also agreed to write up and have printed literature encouraging board members at the check out counter.

Chris reminded us that the BDC is also in charge of board recruitment. A discussion ensued about possible members in the community. Steve Morneau has tentatively agreed to join but Chris has not yet received an application from him yet. AJ Rubin declined being on the board but offered to provide professional services to the board if needed.

Chris also suggested that the BDC take a look at the discount for board members (currently 10% discount). Theresa pointed out that she has heard from several sources that this is unusual and instead may be a gift certificate provided (for COOP purchases) for each meeting attended. Chris pointed out that some boards try to pay a true hourly wage for time on the board.

**Board Policy**: Annika presented C2: the board’s job.

The policy was felt to be clear. The board has been in compliance, but she felt that we could improve on creating and sustaining a meaningful relationship with member-owners. It was agreed that more efforts should be made to engage in members in regular emails. Annika would like to see member-owners be sent BOD minutes via a link embedded in an email.

**GM Policy:**

Jeffrey presented on policy B8: board logistical support.

It was ultimately accepted that he was in compliance. Ongoing action is needed to maintain an adequate contact list.

He then presented on B9: executive limitations. He reported that he was in compliance for succession due to employee Jamison Johnson. It was accepted as in compliance.

**GM update:**

Prepared foods: Rosemary is working 3 days/week.

Working on freezer/cooler resets. He would like some sales data but since we are not a member of NCG we don’t have that data. Chris suggested that he ask NFCA.

New ice cream cooler will arrive tomorrow.

He is considering hooking up a water filter for customers to fill up water jugs at a cost/volume. There is no cost to the COOP but may need to get rid of front tables to maximize space for things to sell.

They are moving to online Quickbooks which is advantageous for off-site work.

Outdoor signage came and will be reimbursed $1000 by Rutland Downtown Partnership. Compliments were provided on the appearance.

He has plans to bring some prepared foods from the Lebanon, NH region that have a 5 day shelf-life.

**Unfinished business:**

Board development committee will take on the annual meeting as part of their work. The date was decided on June 1. There will be an election at the annual meeting in which we hope that numerous board members may be elected at that time. All were encouraged to reach out to people who care about the COOP and invite to be on the board.

We discussed further details about the Rutland Young Professionals meet up in May. Sam offered to provide the information about a caterer who could possibly help with the event.

Theresa will ask her contact at the Shriners to be able to use the lawn for that and the Rutland Young Professionals event.

It was decided that the board should submit a picture of themselves so that we can update the website.

Jeanne is willing to organize the Dropbox and get rid of duplicates to make sure that board documents and policies are easier to find.

Reporting for next meeting will be C3 & C4; Jeanne agreed to present.

GM reporting will A- ends

The Finance Committee Meeting will be 4/20/22 at 6pm

Next board meeting 4/28/22 at 6pm

Motion to end the meeting was made by Theresa, Annika provided the 2nd motion. The board meeting concluded at 8pm.