



**Rutland Area Food Coop  
Board of Directors Meeting  
4.28.2022 | 6:00 pm**

Board Second Facilitator Annika Metcalf called the meeting to order at 6:07pm.

**Board Present:** Jeanne Kaufman, Annika Metcalf, Sam Budusky, Matt Poli

**Board Absent:** Theresa Haywood (called in), Chris Etori (arrived at 6:40)

**Staff Present:** Jeffrey Reel

**Guest Present:** None

Annika asked for a motion to approve the minutes from the March meeting. Jeanne so motioned. Sam seconded. The motion passed unanimously.

**Committee Reports**

*Finance Committee with Matt Poli*

- The Finance Committee met on 4/20/22 via Zoom
- Present - Jeffrey Reel, Marsha Hopkins, Matthew Poli, Jeanne Kaufman, Sam Budusky, Chris Littler
- Marsha reconciled PTO. All employees are now on an accrual basis.
  - Jeffrey followed up with each staff member with the new policy.
- Depreciation for Catapult is over 3 years on a 200% declining balance depreciation schedule and the system went in in January so this fiscal year will carry a large portion of the total.
- Prepaid rent caused a vicious cycle with a month's rent sitting as a payable but we don't actually owe rent. No way to get rid of it, and it's inflating AP by \$4207.50.
- Membership Income was moved to common stock and is up from the previous year.
- Added a category to COGs for the kitchen, and broke the cooler down into “cooler items” and “purchased prepared”.
- Accountant selection
  - It was discussed that the Co-Op continue to use the same service as it has; no alternatives proposed.
- Inventory
  - Accountant used an inventory from January 2021, but another count was done in April 2021. Marsha will send the new information to the accountant.
- The Coop will be moving to QuickBooks Online because the 2019 version the Coop currently uses is expiring.
- Chris noted that Q4 of FY22 vs FY21 looks pretty good. There was a \$2k loss but it was 25x more the previous year and it's always the toughest quarter for the co-op.
- Jeanne noted the Finance Committee Charter requirement to have one or two member/owners on the committee. Matt will stay on after leaving the Board and Chris may stick around a bit longer as well.



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- Matt recommended whoever takes the role over to take better minutes of the meetings and noted that it's really hard to take notes and lead the meeting.
  - Jeanne said not to beat himself up; he had done a fine job.

*Board Development Committee with Theresa Haywood*

- Theresa called in from a conference she was attending.
- Apologized for not holding a meeting yet.
- The Annual Meeting is coming up. She is hoping to hold a virtual meeting on 5/5 and 5/12 to discuss the RYP Mixer (5/15) and Annual Meeting from 6-7pm.
- Theresa will email everyone the dates.
- She spoke with the Shriners. Her contact isn't on their Board anymore, but he said he'd pass the request to use the lot next to the Coop for the Mixer onto the powers that be.
- Theresa is going to clean up the lot a bit before the event. Matt volunteered to mow it..
- She also poke with longtime customer Shawn Babcock about joining the Board.
- She complimented Jeff about how nice the outside notice board looked.
- Theresa printed out flyers to advertise Board membership.
- She thanked everyone for accommodating her this meeting and signed off.

**PG Reports**

**Policy Name & Number:** C-3 Agenda Planning

**Policy Type:** Board Process

**Last Revisited:** 4/23/2020

**Director:** Jeanne Kaufman

**Submitted on:** 4/28/2022

**Policy text copied below:**

We will follow an annual agenda that focuses our attention upward and outward.

1. Our annual governance cycle will run from January to December.
2. We will create, and modify as necessary, an annual calendar that includes the items mentioned in this policy, membership meetings, Board training schedule, monitoring schedule, and the GM evaluation and compensation decisions as outlined in our Board-Management Relationship policies.
3. Throughout the year, we will attend to consent agenda items as expeditiously as possible.
4. We will limit the amount of meeting time taken up by monitoring reports, discouraging discussion unless the reports indicate policy violations, or the policy criteria themselves need review



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1. *Is this policy clear? What does this policy mean to you? (Yes/No/Comments)*

Yes, It lays out the framework around how we conduct the Board Business.

2. *How has the board been IN compliance?*

We follow the annual calendar and limit the amount of time given to monitoring reports.

3. *How has the board been OUT of compliance?*

We do not usually have consent items on our meeting agendas

4. *Overall, has the board been in compliance?*

Yes

5. *Is this the policy that we want? (Yes/No/Comments)*

Yes

*Recommended changes (if applicable).*

None at this time

Discussion:

- Annika said she liked the part about limiting the time during meetings to discuss the policy reports if there aren't any violations.
- Matt agreed. If everyone agrees, he doesn't see a need to dissect everything.
- Sam wondered if the policy should specify January-December and thought the Board had discussed this different timeline previously.
- Jeanne said as she was looking though DropBox, she found two different calendars. She thinks we're currently using the correct calendar.



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**Policy Name & Number:** C-4 Board Meetings

**Policy Type:** Board Process

**Last Revisited:** 5/25/2020

**Director:** Jeanne Kaufman

**Submitted on:** 4/28/2022

**Policy text copied below:**

Board meetings are for the task of getting the Board's jobs done.

1. We will use Board meeting time only for work that is the whole Board's responsibility. We will avoid committee issues, operational matters and personal concerns.
2. Meetings will be open to the membership, except when executive session is officially called.
  - a. We may occasionally use executive session to deal with confidential matters as long as the purpose of the session is stated. When possible, announcement of executive session should be on the published agenda.
3. We will make decisions in accordance with consensus, as required by the by-laws
  - a. SECTION 5.4 – DECISION MAKING. DECISIONS AT MEETINGS OF THE BOARD SHALL NORMALLY BE MADE BY CONSENSUS, ATTEMPTING TO RECONCILE DIFFERING POINTS OF VIEW BASED UPON THE PURPOSE, MISSION AND BEST INTERESTS OF THE CO-OP. ANY DECISION MADE BY CONSENSUS SHALL BE DEEMED TO BE INCLUSIVE OF A VOTE IN ANY REQUIRED PERCENTAGE. IF, IN THE OPINION OF A TWO-THIRDS MAJORITY OF DIRECTORS PRESENT, CONSENSUS CANNOT BE REACHED THROUGH DILIGENT EFFORTS WITHIN A REASONABLE PERIOD OF TIME AND THE ISSUE REQUIRES IMMEDIATE ACTION, THEN SUCH ISSUE MAY BE DECIDED BY A TWO-THIRDS MAJORITY.
4. The Meeting agenda will be determined by the Board Facilitator, and may be modified at the meeting by consensus of the Board

- 
1. *Is this policy clear? What does this policy mean to you? (Yes/No/Comments)*

Yes, the policy is clear and direct. The policy directs us to self-monitor our meeting agenda and content.

2. *How has the board been IN compliance?*

The Board follows the agenda, is responsive and actively listens to the meetings content. We do not stray from the meetings topics. Any executive sessions are added regularly to board agendas. We actively make decisions and record those clearly in meeting minutes.

3. *How has the board been OUT of compliance?*

I do not believe we are out of compliance.



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4. *Overall, has the board been in compliance?*  
Yes
5. *Is this the policy that we want? (Yes/No/Comments)*  
Yes

*Recommended changes (if applicable).*  
None at this time

**GM Reports**

**Policy Type:** Ends  
**Policy Title:** A – Ends  
**Date:** April 28, 2022  
Jeffrey Reel, GM

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The Policy Reads:

Because of the Rutland Area Food Co-op, our community will have:

- *Affordable access to natural, whole and minimally processed and packaged food items and other products that form the basis for healthy and ecological lifestyles.*
  - *A market for local, regional and other cooperative producers of food and other household and personal products.*
  - *A community building and educational center where owners and other patrons can work, shop and learn together and empower each other.*
  - *Support for and cooperation with other individuals and organizations whose purposes are similar to those of the Co-op.*
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Because Policy A—Ends is largely aspirational in nature, I report compliance with all four subsections.

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- *Affordable access to natural, whole and minimally processed and packaged food items and other products that form the basis for healthy and ecological lifestyles.*



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**Affordable Access:**

- Organic-quality food is typically more expensive than conventional products;
- Bulk helps lower that cost to the customer;
- Finding sale items and passing those savings along to members and customers;
- Offer discounts when members/customers purchase by the case;
- Working with Rutland Welcomes, providing Halal-quality meats for resettled Afghani families and individuals. Lowering the price point of the meats to make them more affordable. Also offering bulk grains/beans at reduced price;
- The store accepts SNAP/3SquareVT benefits program;
- 7% Sundays
- WIC: Women, Infants & Children. Accepting WIC cards would require offering dozens of select items on our shelves, many of which we do not/would not normally carry. It would require separate software for making transactions at the register. We would have to coordinate our UPC codes to align with those under the WIC program. Checking out would require two separate payments: one using the WIC card; the other requiring cash or other card for those items not qualified under the WIC program (the vast majority of products in the store). The time and work involved does not seem workable for our store but I do not wish to turn away WIC-qualified mothers. So, although we do not honor the WIC card for transactions, we instead offer a 10% discount on products store wide for holders of WIC cards (excluding alcoholic beverages and items sold on consignment). This avails WIC-qualified customers to far more products and it also does not draw down the amount on their WIC cards. They can use another card or cash to pay for their purchases. Signs have been posted to this effect;
- The Co-op offers various discounts over the course of each week: Monday 10% discount on supplements for members of the Co-op; Wednesday senior discount for all customers; month-long discounts on select products for members; miscellaneous discounts on products for all customers.

**Aspirational:**

Organic-quality food continues to remain costly for the average member/customer, so we remain diligent in seeking out the best-quality food at more affordable pricing. Qualifying as a Member in NCG would contribute toward that effort. We would gain access to a better pricing structure in general and more month-long sale items.

- 
- *A market for local, regional and other cooperative producers of food and other household and personal products.*

The Co-op currently supports over 150 Vermont-based vendors / businesses / products, and we continue to search for additional local businesses to work with. (See Appendix at the end of this Report.)

- 
- *A community building and educational center where owners and other patrons can work, shop and learn together and empower each other.*



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During my tenure, and dating back at least as far as the beginnings of the Covid pandemic, the building has not been used/offered as an educational center. The store has remained opened as a business during that time where owners and other patrons have been able to shop. [Caitlin, who has been employed at the Co-op for years, does not recall classes/lectures at all.]

**Aspirational:**

The footprint of the Co-op includes a sizeable institutional kitchen and meeting room. Liability issues aside for the moment, I will explore how we can best use this space, either by offering classes or offering the meeting space for outside organizations. Small lectures can be sponsored and, in my mind's eye, I can see short videos shot on site and posted on our media pages, including website. The video equipment is available.

- 
- *Support for and cooperation with other individuals and organizations whose purposes are similar to those of the Co-op.*

The interests of the Co-op are wide ranging: from food justice to social justice issues (human rights, animal rights, the environment...), so we are intimately intertwined with many organizations regarding local, state, national and international concerns.

*“Support for...”*

The Co-op is working with Rutland Welcomes. We have been the receiving dock for donations of food, furniture and other furnishings for Afghani families / individuals resettling in the greater Rutland area. We are also making available Hala-quality meats and offering deeper discounts for staples.

Community Cupboard: The Co-op has been fundraising for Community Cupboard for the past six months. Donations have trickled in using the tear-off tickets available at each register. On April 5th, I replaced the tickets with a POS “Round Up” button which allows customers to round up their purchase to nearest dollar as a way to increase donations. This increased donations from an average of \$20/week to \$250/week.

**Aspirational:** Using “Round Op,” the Co-op will select a different organization to financially support on a quarterly basis. (Rutland Rec; Humane Society; DISMAS; Rutland Parent/Child Center; after-school programs; organizations addressing homelessness; World Kitchen...)

*“Cooperation with...”*

The Co-op is benefitting from its association with NOFA (Northeast Organic Farming Association of Vermont) and cooperating with its surveys.



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Vermont Farm-to-Plate: Responding to a request from VFP, we compiled/submitted a list of Vermont-based vendors / businesses / products we regularly work with.

I would like to add “*Support from...*”

The Co-op has received, and continues to receive, support from NOFA, NFCA (Neighboring Food Coop Association), the Middlebury Coop and the Upper Valley Coop. Middlebury and Upper Valley have provided their sales data to help me determine product selection for resets in freezer/cooler; Middlebury has provided a freezer and produce cooler; and both continue to make themselves available for all questions, all in the cooperative spirit.

**Appendix**

April, 2022

Rutland Area Food Co-op Vermont Products/Vendors/Distributors

**Beer, Cider, Mead & Wine**

14th Star Brewing, St. Albans  
Burlington Beer Company, Williston  
Citizen Cider, Burlington  
Fiddlehead Brewing, Shelburne  
Frost Brewing Co., Hinesburg  
Hermit Thrush Brewing, Brattleboro  
Lost Nation Brewing, Morristown  
Rutland Beer Works, Rutland  
Shacksbury Cider, Vergennes  
Shelburne Vineyard, Shelburne  
Zero Gravity Brewery, Burlington  
Prohibition Pig, Stowe  
Four Quarters Brewery, Winooski  
Long Trail Brewery, Bridgewater Corners  
Bent Hill, Braintree  
Upper Pass, Stowe  
Catamount, Winooski  
Foley Bros, Brandon  
Green Empire Brewery, Colchester  
Hogback Mountain Brewery, Bristol

**Beverages**

Champlain Orchards, Shoreham  
Shrubby, Hinesburg  
Upstate Elevator Supply Co., Burlington  
Kimball Brook Farm, North Ferrisburgh  
Long Trail Brewing Co., Bridgewater Corners  
High Culture Brewing, Middlesex  
Aqua ViTea, Middlebury  
Kingdom Kombucha, Sheffield  
Corina’s Switchy, Norwich

**Coffee**

Mocha Joe’s, Brattleboro  
Brio Coffeeworks, Burlington  
Snowcap Cold Brew, Colchester  
Vermont Coffee Company, Middlebury  
Abracadabra Coffee Co., Woodstock

**Bread**

Klinger’s Bread Co., Burlington  
Great Harvest Bread Company, Burlington  
La Panciata Bakery, Northfield  
Red Hen Bakery, Middlesex  
Three Bears Bakery, Orwell  
Vermont Tortilla Company, Shelburne  
Against the Grain Gourmet, Brattleboro  
Mirabelles, South Burlington





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**Cheese**

Blue Ledge Farm, Leicester  
Crowley Cheese, Mount Holly  
Boston Post Dairy, Enosburg Falls  
Vermont Creamery, Websterville  
Lazy lady Farm, Westfield  
Von Trapp Farmstead, Waitsfield  
Neighborly Farms of Vermont, Randolph Center  
Grafton Village Cheese Co., Grafton  
Shelburne Farms, Shelburne Vermont Farmstead  
Cheese Co., Woodstock  
Consider Bardwell Farm, Pawlet  
Spring Brook Farm, Reading  
Cobb Hill Cheese, Hartland  
Maplebrook Farm, North Bennington  
Plymouth Artisan Cheese, Plymouth

**Dairy & Eggs**

Vermont Yogurt Co., Orwell  
Ice House Farm, Goshen  
Cabot Creamery Cooperative, Cabot  
Little Flower Farm, Middletown Springs  
Stagg and Doe Organic Farm, Florence  
Maple Meadow Farm, Salisbury  
Lucas Family Farms, Orwell  
Butterworks Farm, Westfield  
Gammelgarden Creamery, Pownal  
Green Mountain Creamery, Brattleboro  
Larson Farm and Creamery, Wells  
Monument Farms Dairy, Waybridge  
Earth Sky Time, Manchester

**Frozen Meals**

Half Baked Pizza, East Arlington  
The Vermont Spatzle Co., Arlington  
Gracie's Tamales, Waitsfield  
Goodman's American Pie, Ludlow  
Vermont Bean Crafter, Warren  
Grandma Millers, South Londonderry  
Earth Sky Time, Manchester  
Vermont Fresh, Proctorsville

**Ice Cream**

Eco Bean and Greens, South Burlington  
Strafford Organic Creamery, Strafford  
Wilcox Ice Cream, East Arlington  
Leonardo's Gelateria, East Arlington

**Grab & Go Foods**

Joe's Kitchen (Screamin' Ridge Farm), Montpelier  
Sherpa Foods Himalayan D'Lite, South Burlington

**Meat, Poultry, and Seafood**

Hamilton Cattle Co., North Chittenden  
Squire Family Farms, Tinmouth  
Misty Knoll Farms, New Haven  
Walnut Hill Farm, Pawlet  
Stonewood Farm, Orwell  
Vermont Salumi, Barre  
Lucas Family Farms, Orwell

**Pickles and Fermented Vegetables**

Flack Family Farms, Fairfield  
Sunja's, Waterbury

**Tofu and Tempeh**

Rhapsody Natural Foods, Cabot  
Vermont Soy, Hardwick



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**Produce**

High Mowing Organic Seeds, Wolcott  
Alchemy Gardens, Shrewsbury  
Champlain Orchards, Shoreham  
Deep Root Co-op, Johnson  
Dutchess Farm, Castleton  
Evening Song Farm, Cuttingsville  
Laughing Child Farm, West Pawlet  
Yoder Farm, Dorset  
Blume, North Clarendon  
Understory, Bridport

**Grocery**

Backyard Gardens, Florence  
VT Chaga Chai, Rutland  
Luce Farm, Bethel  
Food to Live By, Londonderry  
Sugar Bob's, Rutland  
Garuka Bars, Burlington  
Healing From Foods, Brattleboro  
VT Smoke & Cure, Hinesburg  
Krueger-Norton, Shrewsbury  
Shaker Maple Farm, Starksboro  
Bee Humble Apiaries, Castleton  
However Wild, Shaftsbury  
Butterfly Bakery of VT, Barre  
Rabble Rouser, Montpelier  
VT Salsa Co., Morrisville  
Fox Meadow Farm, Mt. Holly  
Bove's, Milton  
Foster Farm, East Calais  
VT Maple Granola, Castleton  
VT Tea & Trading, Middlebury  
Owl Food, Brattleboro  
Castleton Crackers, South Woodstock  
Benito's Hot Sauce, Montpelier  
Drew's Organics, Chester  
Food to Live By, Londonderry

**Bulk**

Back Roads Granola, Brattleboro  
Bee Humble Apiary, Castleton  
Nitty Gritty Grain Company, Charlette  
Spring Lake Ranch Therapeutic Community,  
Cuttingsville  
Yoder Farm, Danby

Raiche's Vermont Made Salsa, Ira  
Vermont Hills Teriyaki, Cuttingsville  
Sugar Bob's, Pittsford  
Supplements:  
Luce Farm, Bethel  
Sunsoil, Burlington  
Upstate Elevator Supply Co., Burlington  
Elmore Mtn Therapeutics, Elmore  
Champlain Valley Mushrooms, Orwell  
Urban Moonshine, Burlington  
Body Care:  
Elmore Mtn Farm, Morrisville  
Green Mtn Tick Repellant, Dorset  
Crystal Garden Herbs, Bethel  
Dancing Barefoot Farms, W. Pawlet  
VT Bee Balm, Craftsbury  
VT Soap Co., Middlebury

**Miscellaneous**

The Mountain Times, Killington  
Black River Produce, Springfield  
Provisions, Internat'l, White River Junction  
Foley Distribution, Rutland  
Green Screen Graphics, Rutland  
Lesser Distribution, Waitsfield



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- Rearranged message board for better communication with customers.
- Spoke with a building inspector about hosting events/classes. The building is not ADA compliant. The inspector suggested the Co-op host classes/events anyway, until someone shows up that can't access the meeting space.
- Annika commented that she thought the WIC offer that the Co-op is now offering is awesome. And she loves the round up idea.
- Matt led the Board through the decision tree for the report. It was accepted as in compliance and as the policy the Board wants.
  - Matt reiterated based on the C4 Policy, if the Board arrived at the meeting having already read the report, Jeffrey wouldn't have to read through the report during the meeting, and the Board could just go straight to the decision tree.

**Monthly Updates**

***Facilitator Update with Chris Etori***

- Quick update on Board Recruitment:
  - Steve Moreau has applied, but the Board will wait to vote him in until the Annual Meeting (along with anyone else who wants to join the Board) so that new members can sit for an entire term.
  - Chris has reached out to Shawn B. a number of times, inviting him to Board meetings, but he has yet to attend.

***GM Update with Jeffrey Reel***

- Sales are moving up!
- No major mishaps or expenses.
- Sushi is going well, but it needs more space. Jeffrey is looking to get another cooler.
- Fresh cut flowers are selling well.
- Seedlings are coming in soon.
- There will be in-store music starting next month!
- Actively working on updating the website and social media accounts.
- Jeffrey might have an Australian author on a book tour host an event, but he's not sure if he wants to since the building is not ADA compliant.
- The first weekend of the Farmers Market, the Co-op is going to have a table set up at no cost.
  - Green Screen is making a trifold board for the Market, advertising the benefits of being a Co-op member.
  - They are going to hold a raffle for people signing up to be new members, as well as a giveaway for existing members. The giveaway is a Tersano unit, which is a handheld, green cleaning gadget. He's also bringing in some to sell at the Co-op.
- Jeffrey spoke with Tiffany from the DRP to rent space on the garbage cans on Center Street to advertise the Co-op. They're not sure what the cost would be yet; he's waiting to hear from the DRP Board.



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- Staff updates:
  - Kelly is leaving.
  - Cooler/Freezer manager is also leaving.
  - Jeffrey has candidates coming in to interview over the next few weeks.

Discussion:

- Matt wanted to know if we get any analytics from the website.
  - Jeffrey has never asked Steve for it, but he will.
- Annika said the spring newsletter was excellent!
- Matt, in regard to any lectures/speakers, suggested that if this building wouldn't work, that the library is an option. The Co-op has held meetings there before.
  - Jeffrey mused that if they can get the space out back cleaned up, there is a ramp that would be perfect for access.
  - Chris remembered that the Co-op once held a movie viewing elsewhere.
  - Matt recalled that Peter used to hold cooking classes in the Co-op kitchen.
  - Chris suggested working with the Rutland Rec. They often collaborate with other organizations and businesses. He thought it might be a good idea to offer cooking classes through the Rec and host the classes at the Co-op.

**Unfinished Business**

*Dropbox Update with Jeanne Kauffman*

- Jeanne spent a lot of time tidying things up in DropBox.
  - She doesn't see the need for four board folders. She only wants to have:
    - Board only
    - Board business
  - And wants to delete the old, empty folders and duplicates.
  - Theresa is going to look through the policies to find any duplicates and the binder materials.
- Jeanne found two different calendars. She is going to archive the old calendar.
  - She might need to create a new archive.
- Sam suggested that whenever Board members want to upload something to Dropbox, they only upload to the The Months Meeting folder. The Clerk or Minute Taker will be responsible for filing things away properly.
- It was concluded that there should be written directions for naming conventions, and where files should be uploaded.
- Jeanne will write up the directions.
- Sam submitted that the directions should go into all the New Board Member binders.



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**RYP Event**

- The committee plans to meet to plan this even on 5/5 and 5/12.
- Chris asked Jeffrey if he needed anything from the Board?
  - Jeffrey wondered how many tables and chairs they'd need?
    - Jeanne stated she can get 5 hightop tables.
- Jeffrey said that Rosemary will prepare some snacks and also wants to provide sushi.
- Annika thought it was a great idea to highlight the fact that the Co-op has sushi available.

**New Business**

*NCG Application*

- Jeffrey wants to apply, even if it's unsuccessful.
- The Co-op can apply in June and September.
- He needs Board approval to apply. He is happy to send the application to the Board for everyone to read.
- Chris stated that the Co-op has always wanted to join, but it never quite worked out in their favor.
- Jeffrey said they were loosening up their requirements. He thought it may be a great help for the Co-op to grow.
- Chris remembered when former GM Zack applied, the Co-op had the sales and the capital, but NCG didn't accept the Rutland Co-op.
- Matt recounted a brief history of why the Co-op was rejected.
- Annika wondered if it cost anything to apply?
  - Jeffrey replied that it did not.
- Annika motioned to move forward with the application.
  - Sam seconded. Motion passed unanimously.

*Photos*

- Annika asked if everyone had their photo in?
- Jeffrey replied, no, not everyone had submitted a photo.
- Chris announced that he still needed to have his photo taken.
- Jeff is eager to get the website updated.
- Chris will take his photo after the meeting.

*Annual Meeting*

- There was much discussion about changing the date from 6/1.
- It was ultimately decided to move the date to 7/6 to allow more time to plan.



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**Closing**

***Agenda Requests for Next Meeting***

- DropBox

***Reporting for Next Meeting***

- C5 - Sam
- B1 - GM

***Upcoming Committee Meetings***

- Finance Committee: 5/25 6pm
- Annual Meeting/RYP Event Meeting: 5/5
- BoD: 5/26 6pm
- Annual Meeting: 7/6 time TBD

**Adjourn Meeting**

Second Board Facilitator Annika Metcalf called for a motion to adjourn the meeting. Chris so motioned. The meeting ended at 7:48pm.