

Rutland Area Food Coop Board of Directors Agenda  
January 23, 2024  
Location: RAFC board meeting room



**BOD present:**

Theresa Haywood- 1st Facilitator  
Jeanne Kaufman- 2nd facilitator  
Steven Morneau- Treasurer  
Irene Gold  
Kathleen Wanner  
Justine Ligon  
Jennifer Sanford  
Sue Priest

**BOD absent:**

Kevin Gustafson  
Gisela Keller  
Max Walker

Guests: Christopher Etori

Board recorder: Katie Salomon  
Interim GM: Jameson Johnson

**Facilitator Call to Order:** Theresa called the meeting to order at 6:03PM. Sue was elected timekeeper. No agenda Requests.

**Comments From Staff or Member- Owner Guests:** None.

**Clerks Report:**

No edits

-Approval of December Minutes:

Motion to Approve December Minutes:

-1<sup>st</sup>- Justine

-2<sup>nd</sup>- Kathleen

All were in favor.

## **Treasurer's Report:**

Finance Committee: Marsha and Kathleen were present during the finance meeting and discussed prepaid tax categories and expenses. It was an informative meeting. Jeanne reviewed the State of Vermont's requirements for a mandatory retirement fund sign up. Our year over year sales was the only red flag ratio. Sales for December 2023 was the highest of the two year period Jeanne has been tracking. December 2024 sales were lower in comparison.

## **Committees:**

### Education & Outreach Committee:

No board action necessary. Theresa briefly discussed the plans of the committee under new leadership (Events, educational placards, pictures, graphics). Brief discussion regarding Chamber of Commerce membership.

Strategic Planning: The committee discussed grant opportunities during their last meeting. The BOD continued the discussion of potential resources to assist with growth and expansion.

### Membership Outreach:

Steven discussed the mission of 'Nourishing Neighbors' and its partnership with the Dismas House. Plans to open the kitchen were discussed as well as other methods of Outreach like our newsletters, emails and product indicators for the Nourishing Neighbors program. **Steven Jeanne** and Kathleen also discussed the success of Our dinner at the Dismas House.

## **Policy Governance:**

### Board Process

#### C- Jennifer

There were no recommendations to the policy. She believes we have a good plan in place to maintain our Global Governance Commitment.

No executive limitations.

**IGM Updates:** Jameson discussed his current role as IGM; filling in for produce, building relationships with members and staff and discussing the potential expectations of new management.

New changes were made that will make Chris' entry as GM smoother:

- Setting up a proper budget for management
- Meetings with Department managers
- Working with staff and NCG representatives in anticipation of a store reset using SPINS data

Christopher start date: February 3rd

## **Old Business:**

### Ends Policy:

Board Retreat summary discussion. Main Mission to provide: Good, affordable food, inclusivity and accessibility, active community engagement, locally sourced products and positive store experience. It was recommended to take Steven's recommendations. Theresa added to these recommendations for BOD to review.

**New Business:**

Motion to remove Jeffrey Reel from Heritage Family Credit Union bank account. Christopher to be added February 3, 2025.

1<sup>st</sup>- Theresa

2<sup>nd</sup>- Jennifer

Discussion of Virtual meetings. BOD to decide on a new meeting platform.

**Review of Upcoming Meetings:**

Membership outreach (2<sup>nd</sup> Tues., 6pm, virtual): Feb. 11<sup>th</sup>

Strategic Plan/ Lease (2<sup>nd</sup> Wed., 12:15pm, virtual): Feb. 12<sup>th</sup>

Columinate consultant meeting (2<sup>nd</sup> Thurs, 10am, virtual): Feb. 13<sup>th</sup>

Finance (3<sup>rd</sup> Wed., 6pm, virtual): Feb. 19<sup>th</sup>

Education (3<sup>rd</sup> Thurs, 2pm, RAFC): Feb. 20<sup>th</sup>

Next BOD meeting (4<sup>th</sup> Thurs., 6pm, RAFC): Feb. 27<sup>th</sup>

**PG Assignments:**

-GM B1- Christopher

-Board C1-Justine

**Future Agenda Items:** None.

**Action Items:**

-Jameson to ask Nadaline about posting minutes on BOD board

-Kathleen to report back on Chamber of Commerce name tags

- Sue to connect with Nadaline regarding newsletter

-Jennifer to draft communication to members requesting contact information

-Steven to open sub account for Nourishing Neighbors

-Jeanne to notify Marsha of Nourishing Neighbors account

-Jeanne to communicate with the BOD RE cleaning our kitchen

-Jameson to connect with Marsha RE Chris' start forms

-Theresa to provide Steven with the minutes to Remove GM from bank account

-Theresa to coordinate with Nadaline (included Jameson) to create newsletter to discuss Christopher Etori

- Steven to discuss newsletter formatting during next marketing meeting
- Christopher to review announcement and return to Theresa
- BOD to consider NFCA event attendance for next meeting

What the BOD would tell members about this meeting:

Good communication and updates were had by the BOD. The BOD is working hard and is excited for upcoming changes like our new connection with the Dismas House and the future with our new GM, Christopher Etori. Meetings with the department heads were also very positive and informative.

**Meeting adjourned:** 7:38pm

All in favor. With plans to move to executive session.