

Rutland Area Food Coop Board of Directors Minutes
October 24, 2024
Location: RAFC board meeting room



BOD Present:

Theresa Haywood- 1st Facilitator
Jeanne Kaufman- 2nd Facilitator
Steven Morneau- Treasurer
Kevin Gustafson – Clerk
Irene Gold
Sue Priest
Kathleen Wanner
Jennifer Sanford
Gisella Keller

Absent:

Kheya Ganguly
Justine Ligon
Max Walker

GM: Jeffrey Reel

Guests:
None

Board Recorder: Katie Salomon

Facilitator Call to Order: Theresa called the meeting to order at 6:05PM. Kevin was elected timekeeper.

Comments From Staff or Member- Owner Guests: None.

Clerks Report:

-Approval of September Minutes:

-Minor edits discussed

Motion to Approve September Minutes:

-1st- Jennifer

-2nd- Theresa

All were in favor.

Treasurer's Report:

September had a positive net income. Margins are where they should be or above. The Co-op has had a good month and is on the right track, despite setbacks and repairs. We expect an increase in expenses due to the replacement and repair of equipment.

Committees:

Education & Outreach Committee:

The committee would like to define the benefits of the co-op for members. A discussion was had about the share pricing and payment options for members. It was agreed that education about shares and membership might be necessary for customers. The idea of approaching additional staff for the committee was considered.

Policy Governance:

Board Process:

D & D1: Unity of Control & Board Management Relationship. It was agreed that the policy was clear to Jeffrey and the BOD. Steven recommends no changes; all were in agreement

Executive Limitations:

B6: Staff Treatment

Jeffrey reports the policy to be in compliance.

Motion to accept B6 in compliance:

1st- Kevin

2nd- Jennifer

All were in favor.

GM Update: A brief discussion was had about staff changes, repairs and replacement of equipment. Finances and reports were discussed in further detail.

Old Business:

Board Retreat Discussion:

The Board retreat was discussed and overall positive feedback was given. The retreat served as a means for the board to become better acquainted. Steven added to the ends via email.

Newsletter Review:

Ideas were submitted to Nadaline and Jeffrey to be sent out soon. A quarterly newsletter was agreed upon to communicate with members. A plan to include featured staff and board members in the newsletter. Advertising options were discussed.

Jeffrey is looking into the co-op's options pertaining to membership with the Chamber of Commerce, as per the discussion last meeting.

Readiness Assessment

Jeffrey will be reviewing the sales to members amount. (Sales to membership = what % of sales). Financial information will be reviewed from 2021 to retrieve these numbers.

Previously discussed corrupted file (prevented back up):

Jeffrey discussed corrupted files with Marsha. We know what the information is, but what can be recovered is still being assessed.

New Business:

Review of committees

Strategic planning scheduling was discussed and Gisela is continuing to plan how to move forward. The idea of a lunchtime meeting was discussed (2nd Wednesday, 12pm-1pm)

Kathleen discussed Rutland Women's Dismas House dinners, requesting participation from the BOD.

The BOD discussed the formation of a member outreach committee. Steve agreed to chair this committee and will find a time for interested members to meet this month.

CBLD: Sue completed CBLD with the exception of accounting. Kathleen unable to attend with hope to complete in the future.

Review of Upcoming Meetings:

Finance: (3rd Wed.), Nov. 20th, 6pm, virtual

Strategic Plan/ Lease: Nov. 13th, noon. Virtual link

Columinate consultant meeting (2nd Thurs): Nov. 14th, 10am, virtual

Education (3rd Thurs): Nov. 21st, 2pm, board mtg room

Next BOD meeting: Nov. 21st (3rd Thurs d/t holiday), 6pm, RAFC board meeting room

PG Assignments:

-B1- Jeffrey

-D2 and D3- Kevin

Action Items:

-Jeffrey to check with Nadaline regarding the ceased co-op deals emails

-Irene to write and submit featured BOD member column for newsletter

-Jeffrey to review sales to members records (sales to members = what % of sales) 2023-2024 ending in March

-Jeanne to review emails/ consult with Marsha to locate 2021 missing months for sales to members records

-Steve to review existing charter for committee review and reassess meeting time

- Jeffrey to look into Rutland Herald advertising options
- Irene to add to BOD bulletin board
- Sue to complete CBLD accounting segment
- BOD to consider participation in the Halloween parade next year
- Gisela to send virtual link for Strategic Planning meeting in November
- BOD to consider participation in Rutland Women's Dismas House dinners- Jeanne interested in volunteering, BOD to consider contribution of produce or cost of ingredients
- BOD to think about end of the year/new year celebration and/or staff gift/card/food for next month
- BOD to think about organizations to give gift certificates to/financially support through round-up donation
- Kathleen to attend CBLD seminars

What the BOD would tell members about this meeting:

The meeting was productive. The BOD would like members to assist in supporting Dismas House and volunteering for committees. The BOD would like to inspire members to serve their community through the establishment of the member outreach committee.

Meeting adjourned: 7:46pm

All in favor.