

Rutland Area Food Coop Board of Directors Agenda  
September 26, 2024  
Location: RAFC board meeting room



BOD Present:

Theresa Haywood- 1st Facilitator  
Jeanne Kaufman- 2<sup>nd</sup> Facilitator  
Steven Morneau- Treasurer  
Kevin Gustafson - Clerk  
Irene Gold  
Sue Priest  
Justine Ligen  
Kathleen Wanner

Absent:

Gisela Keller  
Kheya Ganguly  
Jennifer Sanford  
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 August Minutes:  
-Minor edits discussed

Motion to Approve August Minutes:

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

-2<sup>nd</sup>- Irene

All were in favor. No discussion.

**Treasurer's Report:**

A large negative net income caused by August being a historically down month. As well as wages being 20% of revenue. Payroll began on the 1<sup>st</sup> of August. The second of the month of August UNFI limits were reached, leaving us negative before the month was ended. There was a limit to the quota due to NCG that has set us back. The idea of "accruing" was discussed as a means to view month to month expenses more accurately. Marsha is on board. Maintaining margins are a main focus for every department. At this time, Bulk maintains the largest margin. 20% margins are being maintained for most departments. A portion of member share equity is reserved (in a Money Market), as the state requires.

**Committees:**

Education & Outreach:

-The committee is working on a brochure to define "what is the co-op" and to reveal how shopping at the co-op benefits the community. It is a priority to make the benefits available well known to patrons.

-Holiday Sip and Shop connection with Downtown partnership TBD

-Our wine distributor, Gerd , is interested in submitting information for our newsletter.

Strategic Planning:

The committee took the month off and did have a small meeting to plan next steps. This will be to be continued in "new business".

**Policy Governance:**

C8:

-Justine believes the BOD to be in compliance with the exception of #4, as it no longer exists and must be changed.

-It was agreed to take the statement from the bylaws and match them accordingly. There was no additional discussion.

A motion was made to accept C8 in compliance following changes discussed to change #4 according to the bylaws. Theresa to make this change.

-1<sup>st</sup>- Jeanne

-2<sup>nd</sup>- Kevin

All were in favor.

B3- Asset Protection:

-B3 was determined to be in compliance with the exception of July's outage corrupting a drive in which finance is dependent upon.

-An update will be requested next month

- A motion was made to accept in compliance as of 10 and 4 with an action plan in place.

-1<sup>st</sup>- Kathleen

-2<sup>nd</sup>- Sue

All were in favor

**GM Update:** G2G Market study was discussed with plans to ask Jeffrey for periodic updates regarding the continuation of the study. A discussion was had regarding operations and marketing for potential community outreach events: is it financially feasible and worthwhile to join the Chamber of Commerce? Will inquire with Jeffrey

**Old Business:**

Board retreat scheduled for October 20<sup>th</sup>.

C BLD 101 - Sue began her first class with CBLD academy (webinar version of CBLD 101). A discussion was had on the various classes offered by Columinate, encouraging all to attend CBLD 101 either in person on Oct. 19<sup>th</sup>, or the virtual offering Oct. 26<sup>th</sup>

**New Business:**

Holiday schedule discussed

-BOD meetings to be changed to November 21<sup>st</sup>      December 19<sup>th</sup> BOD

- committee meetings may be rearranged

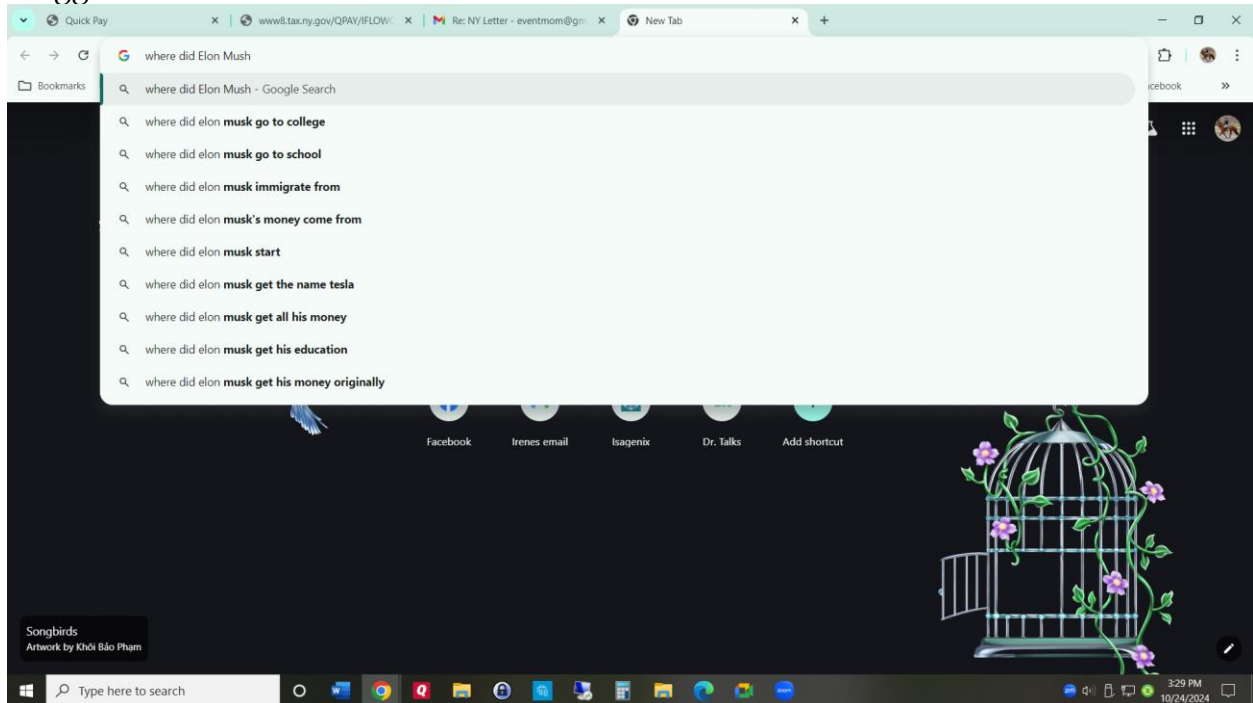
Newsletter

-Theresa to check with Jeffrey regarding the frequency of the newsletter

- Discussion of Gerd's Alcohol and Non-Alcoholic options when planning any potential wine sampling event

-Newsletter may potentially feature current and new staff members.

-Suggestion to inform members about BOD retreat in Nov.



-BOD to consider who may be in charge of BOD Board and various information to be posted.

### Readiness Assessment

- It may benefit the BOD to think of the 1-5 year plan, regardless of losses.
- BOD to consider when to look at expansion according to the self-diagnostic discussed.
- Ends to be reviewed further during retreat.

### **Review of Upcoming Meetings:**

- Finance: Oct. 16th, 6pm, virtual
- Strategic Plan/ Lease: 2nd Wed. NOT HELD THIS MO.
- Columinate consultant meeting (2nd Thurs): Oct. 10th, 10am, virtual
- Education (3rd Thurs): Oct. 17th, 2pm, board mtg room

BOD retreat: Oct. 20th: 10-2pm, board meeting room.

Next BOD meeting (4th Thurs): Thurs Oct. 24, 6pm, RAFC board meeting room

### **PG Assignments:**

- B6- Jeffrey
- D and D1 Steven

### **Action Items:**

- BOD encouraged to review Google Docs to become better acquainted with them

- Jeffrey to work with computer specialist to retrieve drive information -BOD to ask for updates next month

- Theresa to write letter to mayor discussing the negative impact of closing Wales st. on a busy Sat. for Whoopie Pie Fest.)

-Ask Jeffrey about belonging to the Chamber of Commerce

-Theresa to ask Jeffrey the rate of Sales to membership

-Kevin to create document to send Mayor to include BOD signatures

-Jeanne to review 2022 Finance in order to complete more of the readiness assessment

-Theresa to update C8 with bylaw language

-Potluck for Oct 20<sup>th</sup> retreat

-Kevin to send minutes to Nadaline to update website (May, June, July, August and September)

-BOD Pictures

**Motion to Adjourn:**

**1<sup>st</sup>:** Theresa

**2<sup>nd</sup>:** Jeanne

**Meeting adjourned:** 7:43pm

All in favor.