

Rutland Area Food Coop Board of Directors Agenda
April 24, 2025
Location: RAFC board meeting room



In Attendance:

Theresa Haywood,
Jeanne Kaufman,
Chris Etori (GM),
Justine Ligon,
Kathleen Wanner,
Irene Gold,
Steven Morneau

Virtual Attendance:

Sue Priest,
Max Walker

Guests:

Scout Edenfield, Hannah Abrams

Absent: Gisela Keller,

Kevin Gustafson,
Jennifer Sanford

1. Call to Order

Facilitated by Theresa Haywood. Agenda reviewed and approved. Timekeeper elected for this meeting is Jeanne.

2. Comments from Staff or Member-Owner Guests

No formal concerns raised. Guest presence noted; no formal comments submitted requiring new business.

3. Announcements

Reminder: Name tags available. \$10 to Kathleen.

4. Clerk's Report

Minutes from March 2025 reviewed. Motion to accept by Theresa; affirmed by Jeanne. Motion passed unanimously.

5. Treasurer's Report

Net loss of \$24,000 reported for the fiscal year. \$19,000 of the loss attributed to an inventory control adjustment—due to inventory previously recorded at retail value rather than cost. Inventory will now be calculated at cost; expected \$86,000 loss from this shift will be reflected in April books and the next year's annual report. Finance Committee tasked with clarifying board budget allocations, including line items for the Annual Meeting, CBLD, and Recorder pay.

6. Committee Reports

- Education & Outreach: Theresa requested recipes for the 30th anniversary Co-op Cookbook. Plans for Pride Festival on June 21: Budget discussed; board noted limited remaining funds (~\$2k after CBLD). Planned improvements from previous years: games, giveaways, potential member coupons. Chris to review logistics and budget for coupons.
- Strategic Planning: Board unanimously voted to pursue expanding in place. Proposal to spend 20–30 minutes in future full board meetings discussing strategic planning. Jeanne to lead discussion on drafting profiles for 'dream board members' aligned with co-op needs.
- Membership Outreach: Steve reported Round-Up cards now available at the register and throughout the store.
- Annual Meeting & Nominating: Venue options reviewed: Lawn (most expensive), Fox Room (preferred), and The Hub (may offer benefits). Planning to include gift baskets, logo giveaways, slideshow by Kevin, and a panel of original members.

7. Policy Governance Review

Board Process C-2: Reviewed and accepted. Completed by Sue Priest.

Executive Limitations B-7: Chris presented his report. Theresa moved to accept; Justine seconded. All affirmed.

Theresa requested that future GM reports be provided in writing ahead of meetings.

8. GM Update

Chris provided updates on marketing, staffing, and operations. Newsletter shows increased member engagement. 12 applicants for the marketing role. Equipment update: A computer was replaced. Strategic partnership with The MINT explored. Recap of NCG Conference included focus on co-op growth, standardization, and data tracking.

Gerry was named Customer Experience Manager.

9. Old Business

No formal old business discussed.

10. New Business

Board discussed potential Bylaw Change to 3.4. Further review pending.

11. Upcoming Committees & Meetings

- Membership Outreach: 2nd Tuesday, 6 PM (Virtual).
- Strategic Plan/Lease: 4th Thursday, 1 PM – May 22 (Virtual).
- Columinate Consultant Meeting: 2nd Thursday, 1 PM – May 8 (Virtual).
- Finance Committee: 3rd Wednesday, 6 PM – May 21 (Virtual).
- Education: 3rd Thursday, 2 PM – May 15 (RAFC).
- Annual Meeting Committee: 3rd Tuesday, 6:15 PM – May 20.
- Next BOD Meeting: Thursday, May 22, 6 PM – Virtual.

12. Policy Governance Assignments

- GM Policy: B1.
- Board Policy: C4 – Assigned to Max.

13. Future Agenda Items

Additional focus on budget allocation clarity. Update on potential Bylaw 3.4 revision. Continued strategic planning conversation.

14. What Would You Tell Members About This Meeting?

The board voted to expand in place rather than relocate. Preparations are underway for the 30th anniversary Annual Meeting and Pride Festival. Round-up cards now available in store. Marketing efforts and accountability are increasing under GM leadership. Discussions of potential bylaw changes and venue planning for upcoming events.

Meeting Adjourned

7:44 PM