

Rutland Area Food Coop Board of Directors Agenda
February 27, 2025
Location: RAFC board meeting room



BOD present:

Theresa Haywood- 1st Facilitator
Jeanne Kaufman- 2nd facilitator
Steven Morneau- Treasurer
Kevin Gustafson- Clerk
Irene Gold
Kathleen Wanner
Justine Ligon
Sue Priest
Gisela Keller

BOD absent:

Jennifer Sanford
Max Walker

Guests: None

Board recorder: Katie Salomon

GM: Chris Etori

Facilitator Call to Order: Theresa called the meeting to order at 6:10PM. Kevin was elected timekeeper. No agenda Requests or announcements.

Comments From Staff or Member- Owner Guests: None.

Clerks Report:

-Some grammatical and text edits. All minutes have been added to the website
-Approval of January minutes:

Motion to Approve January Minutes:

-1st- Kevin

-2nd- Irene

All were in favor.

Treasurer's Report:

Finance Committee: The committee met with bookkeeper in attendance. Much of the meeting discussed inventory adjustments. Jeanne reviewed problems with inventory recording process. Keeping products at retail cost will improve discrepancies. Chris is working with Brandon Kane from NCG to improve the process and update the current record. Keeping inventory accurate is a challenge because each receipt of inventory is a manual process. A \$41,000 loss will be carried through the quarter. Chris will make an inventory and adjustment before closing out for the year. It is expected that as stock increases, inventory will be closer to the previous quarter, creating an opposite adjustment. Marsha is working to resolve the underpayment issue with the IRS.

Committees:

Education & Outreach Committee:

The committee worked to clarify their priorities, focusing their attention on creating verbiage for the member benefit card. The committee is waiting for pictures for this and it has been named a second priority. The committee suggests the logo be changed as the current logo does not print well. It would be ideal if this could be looked at sooner than later so that items can be ordered both to sell and to give away at events. In order to commemorate the Co-op's 30th anniversary year, the board discussed making a cookbook. The committee aspires to solicit recipes from members and staff and reveal the book at this year's annual meeting with a potluck featuring some of the recipes. The committee also discussed some newsletter educational pieces. For example, healthy diets for the heart and mind, collaborating with the Membership Outreach Committee with recipes and cost when a customer cooks for Nourishing Neighbors. The Education Committee discussed what events the co-op might attend based on the values of the co-op.

*to email membership committee Regarding email draft to members about Nourishing Neighbors

Strategic Planning: The committee gave Chris an overview of the committee's progress. Topics of discussion included:

- The purpose of the slides created, reaching new audiences and obtaining funding.
- Meeting help with Lyle from the Chamber of Commerce
- The need to set milestones and deliverables and guidelines for what to focus on
- Using Columinate's data identify regional and local items

*Next meeting scheduled for March 27th

Membership Outreach:

The second Dismas House dinners was a success. Steven composed information for members and staff regarding the round-up program at the register. Once approved by the BOD, it will be on display. Meal drop-off was discussed for the men's Dismas House, as they do not have enough staff to be present in person

*Sue to consider next dinner at the Dismas House

Policy Governance:

Board Process

C1- Justine

C1 is the policy we want and we believe the policy to be in compliance.

B1:

The BOD believed the document to be succinct and efficient in reviewing the policy.

Motion to approve B1 in compliance:

1st- Theresa

2nd- Kevin

GM Update:

Chris reviewed his first days, discussing the co-ops lack of inventory, staff relationships, scheduling, equipment maintenance, and reviewed our relationship with NCG. Abandon (Brandon) Kane is qualified and eager to assist in our reset. The data and resources that NCG provides is helpful. Also discussed Marketing and advertising such as radio ads, paper ads, and social media. Chris' focus points are stocking shelves, invoicing/pricing, adjusting margins and improving shelving and displays.

Old Business:

Ends Policy:

Theresa discussed the concept of minimally packaged items being added to the policy in addition to a positive shopping environment.

A motion to accept the new verbiage and approve the revision of the Ends policy:

1st- Jeanne

2nd- Kevin

All were in favor.

New Business:

NFCA Update: deadline is approaching soon and first facilitator asked the BOD members to consider attending. The deadline is March 15th.

VT Liquor Control: BOD must complete their information using the link provided.

RAFC: The BOD discussed logo and name changes. Justine has arranged for a designer at Casellas to meet with the RAFC, pro bono.

*Justine to follow up with Casella regarding logo drafting and coordinate with Chris

Kathleen discussed wooden nametags for the BOD

*Kathleen to order name tags

Nominating Committee: Gisela discussed the functions of a Nominating Committee to vet potential members and weigh their strengths.

*Gisela to discuss this further during the next Strategic Planning meeting to decide whether to bring this to the BOD

Chamber Events/Mixers: Jeanne discussed the Chamber of Commerce mixers as a means for the BOD to attend and introduce members to the BOD.

*To discuss further at next BOD meeting

Review of Upcoming Meetings:

- Membership outreach (2nd Tues., 6pm, virtual): Mar. 11th
- Strategic Plan/ Lease (4th Thurs March 27., 1pm, virtual)
- Columinate consultant/exec. team/GM meeting (2nd Thurs, 10am, virtual): Mar. 13th
- Finance (3rd Wed., 6pm, virtual): Mar. 19th
- Education (3rd Thurs, 2pm, RAFC): Mar. 20th

Next BOD meeting (4th Thurs., 6pm, RAFC): March 27th

PG Assignments:

- GM B and B2
- Board C2- Irene

Future Agenda Items: None.

Action Items:

Education and Outreach Committee is to email membership committee regarding Nourishing Neighbors

- Sue to consider participation in next Dismas House event
- BOD to consider NFCA attendance
- Kathleen to order wooden nametags
- Gisela to discuss Nominating Committee in further detail at the next Strategic Planning Committee meeting
- BOD to discuss Commerce mixers at next BOD meeting

What the BOD would tell members about this meeting:

The BOD considered this a productive meeting and felt they are continuing to establish positive connections. They remain excited about the progress of new GM, Chris Etori.

Meeting adjourned: 7:51pm

All in favor. Moved to executive session.