

Rutland Area Food Coop Board of Directors Agenda  
May 22, 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  
Max Walker  
Jennifer Sanford  
Sue Priest

**Not present:**

Justine Ligon  
Gisela Keller

Guests: Scout Edenfield

Board recorder: Katie Salomon

GM: Chris Etori

**Facilitator Call to Order:** Theresa called the meeting to order at 6:02PM. Kevin was elected timekeeper.

**Announcements:** The Round-up effort for Nourishing Neighbors has already accumulated over \$300.00 and the Co-op can fund some meals.

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

**Clerks Report:**

-Some grammatical edits.

-Approval of February minutes:

Motion to Approve February Minutes:

-1<sup>st</sup>- Kevin

-2<sup>nd</sup>- Jennifer

All were in favor.

**Treasurer's Report:**

Finance Committee: The cost of goods is down and made a profit over last year, approximately \$20,000,. The Budget is to be discussed next month.

The committee discussed inventory control. Assets are currently held at retail price and not cost price as it should be, leading to an over-evaluation of our asset size. The \$86,000 recorded is the difference and brings the assets down to cost price on our balance sheet. There was an over \$9,000 gain this month

-Motion to acknowledge asset adjustment of \$86,000 to bring this from retail to cost:

1<sup>st</sup>- Steven

2<sup>nd</sup>- Jeanne

\*Chris to create a deviation in report between budget and actual

**Committees:**

Education & Outreach Committee: The committee discussed plans for the Pride festival, following acceptance to the festival. The committee is working on activities for the festival 6/21 Kathleen voiced concerns and requested additional time to accumulate recipes and sources for the cookbook. Irene discussed her idea to talk to customers about submitting recipes in addition to board recruitment

Strategic Planning: The committee held a meeting and discovered next steps are contingent on completing a market study to formulate an idea what is needed to move forward. Kevin listed various priorities, including calculating construction costs to apply for grants and begin a capital campaign.

Membership Outreach:

The committee communicated via email to coordinate the Dismas House meal. It was agreed it would be helpful for the committee to share membership data with the Strategic planning committee. The board further discussed sharing our efforts and board recruitment during the Chamber mixer events

\*BOD to consider attendance at next chamber mixer event

\*Jeanne to email location of the next mixer and retrieve contact information regarding raffle

Annual Meeting:

The committee is seeking to have the meeting outside with more of a potluck setting. The BOD discussed music needs as well as the budget for advertising.

**Policy Governance:**C4- Max

The board viewed the policy as straightforward with no changes necessary.

Executive LimitationsB1

B1 was deemed not in compliance for Sales growth and positive net income. Chris outlined reasons: loss of marketing staff, lack of availability of certain products, sub-optimal margins and provided a mitigation strategy. All was viewed as reasonable by the BOD.

-Motion to accept B1 out of compliance in the first two tenants (sales growth and and net income) with hopes to be in compliance on sales growth by Quarter 1 and net income for Quarter 2

1<sup>st</sup>- Theresa

2<sup>nd</sup>- Jennifer

**GM Update:**

Chris discussed interviewing for produce department. The training and education section was appreciated. Chris discussed his productive training with NCG.

**Old Business:**

None.

**New Business:**

Theresa discussed the staffing of the Pride festival. We need to be set up by 10am with at least two people per shift.

Kathleen, Irene, Jennifer and Justine volunteered for first shift.

Max, Steven and Theresa discussed volunteering for the second half. Kevin's participation remains tentative.

**Board Meeting Intentions:**

\*BOD to consider intentions for reelection

Jennifer discussed her participation. Gisela vacated her term.

**Board Self Assessment:**

Jeanne discussed the Board self assessment and asked the BOD to complete it

\*BOD to review and complete self assessment for next meeting

**Review of Upcoming Meetings:**

- Membership outreach (2nd Thurs., 6pm, virtual): June 12th
- Strategic Plan/ Lease (4th Thurs, 1pm, virtual): June 26th
- Columinate consultant/exec. team/GM meeting (2nd Thurs, 1pm, virtual): June 12th
- Finance (3rd Wed., 6pm, virtual): June 18th
- Education (3rd Thurs, 2pm, RAFC): June 19th
- Annual meeting (3rd Tues, 6:15pm): June 17th

Next BOD meeting (4th Thurs., 6pm, RAFC): June 26th

**PG Assignments:**

-C5-Jennifer

-B3, B4 Chris

**Future Agenda Items:** Bylaw 3.4**Action Items:**

- Membership Outreach Committee to draft BOD recruitment to be sent via email
- Scout to contact Theresa RE BOD recruitment

- Chris to create a deviation in report between 'budget' and 'actual' in finance report
- BOD to submit recipes
- BOD to consider attendance at next chamber mixer event
- BOD to consider intentions for reelection
- Jeanne to email location of the next mixer and retrieve contact information regarding raffle
- BOD to review and complete self assessment for next meeting

What the BOD would tell members about this meeting:

The meeting was perceived as smooth and productive.

**Meeting adjourned: 7:27pm**

All in favor.