

RAFC BOD meeting Agenda
Dec. 18, 2025
Location: RAFC, upstairs & [virtual link](#)



The Rutland Area Food Co-op exists to ensure:

Access and Affordability: Residents of Rutland and surrounding communities have affordable access to minimally processed, minimally packaged, organic, and ecologically sustainable food and products, promoting the health of individuals and the environment.

Support for Local, Ethical, and Co-operative Producers: A thriving market for local, regional, fair trade, and co-operative producers of food and household products, fostering economic sustainability and community resilience.

Community Building and Education: A vibrant community hub where owners and patrons can collaborate, learn, and empower each other through educational programs and shared experiences.

Values-driven Collaboration and Support: Partnerships and cooperation with individuals and organizations sharing similar goals, amplifying efforts towards community well-being and sustainability.

Employee Well-being and Engagement: A supportive workplace culture that values and respects employees, providing opportunities for education, growth, and fair compensation, ensuring a motivated and dedicated team.

Welcoming and Positive Shopping Environment: An inclusive and accessible space that embraces diversity and promotes a sense of belonging for all members of the community.

BOD present:

Theresa Haywood- 1st Facilitator

Steven Morneau- 2nd facilitator

Jeanne Kaufman- Treasurer

Kathleen Wanner

Scout Edenfield

Sue Priest

Kevin Drohan

Absent:

Jennifer Sanford

Kevin Gustafson- Clerk

Irene Gold- timekeeper

GM: Chris Ettori

At 6:05, the **facilitator called the meeting to order.**

No agenda requests.

No guests present, nor staff or member-owners.

No announcements.

Clerk's report:

November minutes were approved 1st with a motion from Jeanne, and a 2nd from Jen (prior to the meeting).

Treasurer's report:

November was a profitable month.

No questions about financial documents from the board.

Committees:

Finance committee: (**Jeanne**, Kevin D., Theresa)

Margins improved due to cost of goods being down; that and keeping expenses down (not having coolers to purchase and decreased payroll) led to gross profit.

Education & Outreach: (**Theresa**, Irene, Kathleen)

Continuing to look to process (working with Chris) to post recipes in the store (physical and UPC code). Will also plan to feature submitted recipes on website. Hope to schedule an educational event with an herbalist and collaborate with Stafford Culinary program.

Strategic Planning/Lease: (**Kevin G., Kathleen**, Theresa, Jeanne, Kevin G.)

 SPC Dec. 2025

Meeting with MFJr. today to discuss lease. We communicated our commitment to

stay/expand in place and our priority to improve our existing space, then to relinquish our office space in the upstairs in order to expand into the back. Most likely 5 year plan will be to expand into our desired total 10,000 sq. foot (8000 front, 2000 office).

Imminent concerns include improved HVAC system to make it more comfortable for current employee work spaces/offices and have the roof repaired so water doesn't drain inside Chris's office window.

Mark plans to provide a lease early Jan. with promise to keep rent below the market rate. Would like us to provide a longer term plan before investing much (HVAC system for smaller space is different than larger space and would like to invest only once if possible). Is not planning to provide a lot of money for facade, instead requesting us to explore grant funding (Vt Historic Preservation of VT, Ben Doyle).

Discussed making a plan. He will supply us with some full prints of the architectural drawings last done around 2018.

Membership Outreach: (Steve, Sue, Jen, Kathleen, Scout)

Made templates for soliciting members for specific opportunities, and another soliciting skills.

Has a new email.

Process will be to review opportunities with Chris who will send out in an email.

Policy governance:

Board Process:

Steve reviewed D4. He believes the board is in compliance and does not suggest any modifications to the policy.

Executive Limitations:

Chris did not do the assigned A-ends given the business of the Nov/Dec. Holiday season and the significance of the policy, but plans to complete it for January. Suggests moving away from holiday season next year.

Old Business:

- 30th anniversary party, logo release recap

Sales were good that day/week. Only about 20 people up from the previous year. Energy was good.

Totes were popular. New logo looks good.

Annual birthday party was discussed, but ultimately agreed member-only sales will be a good thing to implement annually on the anniversary date.

- Inventory plan Jan. 4

Numerous board members (and a spouse) will be there to help with inventory. Start time is individualized between 7-8am.

- Board development committee

Steve to help Theresa with some board processes to include board orientation. Theresa to send email.

- Holiday party for board and/or staff and staff appreciation

Board to Jeanne to write invitation to staff after Steve investigates cost. Board to foot the bill for staff and families to join us and have some food.

GM Update:

Learned a lot while working Thanksgiving. Dec. is encouraging with sales. Connecting with downtown partnership. Hiring a few people soon.

Got report back from NCG and found it to be limited in recommendations. Wants to coordinate the reset with installation of new floor. Hopes to paint in the next few weeks. Chris suggests the board allocate a certain amount of funds for the projects vs Chris requesting each project piece-meal. Will discuss in finance committee.

New Business:

- Winter newsletter to launch in Feb.

30th birthday party summary from Scout

Theresa to share about board retreat

GM contribution

Gerd to contribute

- Est. committee for GM eval in Jan.

Theresa, Jen, Steve, Sue, Jeanne. Theresa to send out virtual meeting invite.

- Steve and Sue to coordinate Google drive orientation.

PG Assignment:

GM: A, B

Board: C- Theresa

Board calendar 2026.docx

2026 RAFC Policy Register

Community Outreach:

- Dismas house dinner (4th Wed, 2nd Fri)- TBD (picture!)

Steve to send email to membership list for men's house.

Kathleen and Scout to cover the women's house

- Chamber mixer (2nd Tues)- Tasteful Station, Poultney - Irene. Jeanne to send reminder.

CBLD Events: Jan. 17th CBL 101

<https://columinate.coop/events/>

Scout is signed up.

Theresa to check with Molly as to whether people can do CBL on own time.

Review of upcoming committees and meetings:

- Membership outreach (2nd Thurs., 6pm, virtual): Jan 8
- Columinate consultant (2nd Thurs, 1pm, virtual ZOOM): Jan. 8
- Finance (3rd Wed., 6pm, virtual): Jan 21
- Education (3rd Thurs, 2pm, virtual): Jan. 15
- Strategic Plan/ Lease (4th Thurs, 1pm, virtual): Jan. 22

Next BOD meeting (3rd Thurs., 6pm, RAFC): Jan 22

Future agenda items:

- Board retreat. Wrap up and next steps

What would you tell members about this meeting?

Jeanne: positive numbers, feels good.

Exciting things to come: Steve

Adjourned at 7:30 without opposition.