

# Rutland Area Food Co-op (RAFC) Board of Directors Meeting Minutes

Date: Thursday, February 26, 2026

Time: 6:02 pm – 7:33 pm

Location: RAFC Board Room and Virtually

## Attendees

- Board: Irene Gold (timekeeper), Sue Priest, Steve Morneau (2nd facilitator), Scout Edenfield, Jen Sanford, Theresa Haywood (1st facilitator)
  - Virtual: Kathleen Wanner
  - Management: GM Chris Etori
  - Absent: Jeanne Kaufman (Treasurer), Kevin Gustafson (Clerk), Kevin Drohan
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## 1) Call to Order (6:02 pm)

- Agenda requests: None noted
- Meeting commenced by Theresa Haywood

## 2) Comments from Staff or Member-Owner Guests

- None recorded

## 3) Announcements

- Kathleen and Nick (RAFC) presented to the Stafford Culinary Program on whole grains; students prepared overnight oats and rice pudding. Positive community education touchpoint.

## 4) Clerk's Report – Prior Minutes

- One minor grammatical adjustment was identified.
- Decision: Prior meeting minutes approved with the edit.

## 5) Treasurer's Report – Financials Discussion

- Steve noted higher cash on hand.
- Chris attributed this to several profitable months, allowing reserves to build.
- No additional questions or votes recorded.

## 6) Committees – Brief Updates

- Strategic Planning / Lease
  - Discussed upcoming store upgrades and the upcoming lease timeline.
- Membership Outreach
  - Mailchimp access: Chris will add the Membership Committee as a user to send membership emails.

- Volunteer engagement: Committee seeks more volunteers for painting, periodic cleaning, window decorating, plant care, and support for an upcoming major floor-plan reset (multi-month effort; details forthcoming).
- Inventory help: Consider using paired volunteers (member + Board) to support inventory tasks.
- Downtown construction messaging: Membership Committee could draft a member email affirming RAFC is open and providing access/parking tips during construction once mailchimp access provided and when appropriate.
- Community events: Scout to contact Chrispin at CEDRR re: RAFC presence at the Real Rutland Community Round-Up (March 5, 2026).
- (Other standing committees submitted materials in the packet; no additional discussion captured in the minutes.)

## 7) Policy Governance

- Executive Limitations – B1 Monitoring Report
  - Motion: Theresa moved to accept B1; Sue seconded.
  - Vote: Motion passed.
  - Compliance note: Stagnant sales growth remains out of compliance, though trending in the right direction. The Board will re-evaluate sales at the next B1 review.
- Board Process – C1
  - Discussed Sue's report with no changes to policy

## 8) Old Business

- NFCA Annual Meeting (March 21, 2026): Theresa invited others to attend and there was interest by BOD, but Chris gave the impression that no staff was interested in attending, but he would run it by them again.

## 9) GM Update

- Chris presented the February GM Update.
- Highlights noted in discussion:
  - Another short video is in production; Wellness café products continue to sell.

## 10) New Business

- Board Retreat – Wrap-Up & Next Steps: Ongoing; Reviewed Molly's report briefly
- Membership email cadence: Plan to send a monthly membership email when appropriate, especially for volunteer calls and project updates.
- Outreach/Events: Chamber mixers noted as mixed attendance; next expected in Castleton (Community Center).

## 11) Policy Governance Assignments

- GM: B2 (Business Planning) and B3 (Asset Protection) for next cycle
- Board: C2 – The Board's Job assigned to Jen Sanford for the next meeting

## 12) Communications

- Steve will send a Nourishing Neighbors recruitment email to the email group for March.

## 13) Community Outreach and Events (from Board calendar)

- Dismas House Dinner: 4th Wed / 2nd Fri – TBD
- Chamber Mixer: 2nd Tuesday – next in Castleton (Community Center)
- CBLD Events:
  - Explorations in Governance – March 4, 2026
  - CBLD 101 – April 11, 2026
  - Details: [columinate.coop/events](http://columinate.coop/events)

## 14) Upcoming Committees and Meetings (per agenda)

- Membership Outreach: Thursday, March 12, 6:00 pm (virtual)
- Columinate Consultant: Thursday, March 12, 1:00 pm (virtual)
- Finance: Wednesday, March 18, 6:00 pm (virtual)
- Education: Thursday, March 19, 2:00 pm (virtual)
- Strategic Plan / Lease: Listed as “4th Thurs., 1:00 pm (virtual)” with a date of March 19 in the agenda
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## 15) Next Regular BOD Meeting

- Thursday, March 26, 2026 at 6:00 pm (RAFC)

## 16) What We'd Tell Members

- RAFC has had several profitable months, strengthening cash reserves.
- We're planning store improvements, including exterior upgrades and a future floor-plan reset. Member volunteers welcome!
- During downtown construction, RAFC is open, watch for email updates on access and parking.
- Community engagement continues (school programs, tastings, mixers, and regional events).

## 17) Adjournment

- Meeting adjourned at 7:33 pm.

## Motions and Decisions

- Approved: Prior meeting minutes with a minor grammatical edit.
- Accepted: B1 Monitoring Report (moved by Theresa, seconded by Sue), noting sales-growth non-compliance but improving trend; revisit next B1.

## Action Items

- Mailchimp access: Chris to provision Membership Committee user access.

- Construction communications: Membership Committee to draft a member email confirming RAFC is open during construction and how to access the store.
- Volunteer program: Membership Committee to launch a monthly email and set up volunteer roles (painting, cleaning, window décor, plant care, paired-inventory assistance) and support the multi-month floor-plan reset.
- Real Rutland Round-Up (Mar 5, 2026): Scout to contact Chrispin at CEDRR about RAFC participation.
- C2 assignment: Jen Sanford to lead C2 – The Board’s Job at the next meeting.
- Communications: Steve to send Nourishing Neighbors for March.