

RAFC BOD meeting Agenda

April 23, 2026

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 (virtual)

Jeanne Kaufman- Treasurer

Kevin Gustafson- Clerk

Irene Gold- timekeeper

Kathleen Wanner

Jennifer Sanford (virtual)

Kevin Drohan (virtual)

Sue Priest

Absent: Scout Edenfield

Also present: Chris Etori, General Manager

1. Call to order/ Agenda approval
Call to order approximately 6:00pm
Agenda review and approval by consensus
2. Comments from Staff/Member-Owner Guests
None in attendance
3. Announcements
WordPress currently shows "Under construction," which is delaying the uploading of minutes
Staff luncheon still pending, Chris has donations from the Board set aside for it.
4. Clerk's report
Board reviewed April 2026 meeting minutes
Motion: Sue Priest moved to approve April meeting minutes with agreed upon edits by Kevin G.
Second: Irene Gold
Vote: Approved unanimously
5. Treasurer's Report

The Board reviewed financial statements and discussed observations and trends.

Highlights included:

- March showed the positive progress we've been making. Without the inventory adjustment, we'd be up \$27,221.
- Sales growth was down, but was related to transitioning of new GM.
- Payroll up due to end of year bonuses and new hires, including the new produce manager salary.
- Gross margin in March shows adjustment of cost of goods post inventory, which was done on a Tuesday for end of fiscal, and was larger because it was done after orders arrived.
- No system in place yet for yearly employee reviews which could help anticipate salary increases in the future. Wages have been changing due to changes in employee responsibilities.
- Chris noted our NCG discount may increase if we orders

No motion made to the Treasurer's report.

6. Committee Reports

Finance Committee - The Finance committee reports it reviewed the financial statements and note no major concerns (see Treasurer's report).

Education & Outreach Committee

The Board discussed:

- The Herbal presentation is moving ahead at the HUB on May 30th at 10am. Ivan is making a flyer and will post on social media.
- June 20th 10-5 is Pride Celebration, would like volunteers for 9am-1pm and 1pm-6pm shifts for the Board to man the booth. Giveaways for the wheel like discounts on purchases will need to be agreed upon with Chris and the Board, items for giveaways would be a Board expense.
- Chris feels strongly that we should consider changing our wording of members to share owners as they have a stake in the co-op. Other coops shares are \$100-150, usually asked for as a single payment. Increasing share price (\$20/year) will be a future Board discussion.

Strategic Planning/Lease Committee

- The Board discussed marketing and what determines who we are targeting. Marketing is considered purely operation by Chris. He reports we are up 10% in sales and 100 people a month the past few months, so feels that social media posting is having an effect. The current Marketing team is Ivan, Heather, Tres, Chris, Nick.

- We received a LIFT grant. LIFT grants can be applied for each individual project, this grant will go toward floor upgrade. We will apply for a separate grant for kitchen upgrade next round (it can be up to a \$10,000 matching grant). Kathleen is still looking at other grants that may be available for the coop.
- The Board discussed looking ahead to start a 10yr plan for using our space in the future. Kevin has a Strategic meeting document, which was added to the agenda for viewing.
- The Board will help sort through accumulated files and boxes upstairs this weekend, April 25th at approximately 8am. Still exploring options for shredding and discarding materials, will depend upon what is discovered this weekend.

Membership Outreach Committee

- Did not meet this past month, discussed the goal of transitioning the newsletter to the committee, still a work in progress.

Annual Meeting Committee

- September 17th has been selected as our date.
- Universal Unitarian Church is \$200 (better parking, kitchen available) or can use the HUB again. Chris suggested the renovated Farmer's Market. The committee will reach out to see if the date is available and what the cost would be.
- The annual meeting date and place will be announced in the newsletter, reaching out to member owners to volunteer to help.
- Dharmalicks are available. The Board voted unanimously to book them.

No motions were made on committee reports.

7. Policy Governance

C3 - Agenda Planning presented by Kathleen Wanner

- Kathleen suggested updates from the Columinate template to clarify and make this policy more concise.
- Theresa made a motion to approve the changes, agreed by consensus of the Board to approve and update.
- C-build template is now part of our agenda to reference if needed

B4 - Membership/Ownership Rights & Responsibilities presented by Chris Etori

- Chris feels our membership form needs to be updated, perhaps incorporated into a pamphlet/brochure. The Outreach committee made a member benefit document to potentially be used/adapted in the future.
- Jeanne moved to not accept the B4 report as not in compliance and wait

until next month to approve. Theresa seconded to defer to next month. The Board unanimously approved.

8. GM Update - Chris Etori reported:

- Draft budget - To be discussed at the next finance meeting. Costs for events and annual meetings come out of the Board budget.
- Purchase of prepared goods revenue was up by 5%, but cost was down by 25% from actual to proposed budget. Based on the margin from purchased prepared foods, Chris suspects the margin was off. Chris will go back to his workbook to review.
- Brandon from NCG and Tess uploaded new software that updated prices to the cost of UNI products, so we lost some profits. NCG paid to get data back, safeguards are in place now to prevent this from occurring again.

No motion was made.

9. Old Business

The Board discussed:

- Nominating members for the upcoming Board elections. Molly from Columinate suggested pulling the top 50 spenders at the store to potentially approach and determine their interest in joining the Board.
- Term limits (currently 2 year terms with a 6 year limit) - Due to concerns of losing accumulated Board experience, it was suggested to vote at annual meeting and change it to 9yrs, with potentially 3 years as each term. Two year terms preferred by consensus, with potential 8-10yr term limits. Further discussion to be had at the next Board meeting with a vote. Jeanne notes there is a work around in our bylaws for one year terms
- Nonprofit discussion deferred/ tabled for next meeting

10. New Business

Newsletter target date of late May, to be completed by the membership committee. The farmer spotlight of Evening Song is complete. Chris will submit something regarding the NFCA summary, Garid will share something about wine. Someone will submit a note about Pride day. Email members@rutlandcoop

11. PG Assignment - Board C4 - Board meetings, assigned to Irene Gold

12. Community Outreach

The Board noted upcoming outreach opportunities

- Dismas (May 27th) and Men's House (May 8th) dinners - Steve will send an email for volunteer cooks
- Chamber mixer for May not yet announced, potentially none this month?

13. Review of Upcoming Committees and Meetings

Upcoming meetings reviewed:

- Membership Outreach - May 14
- Colluminate Consultant - May 14
- Finance - May 20
- Education - May 21
- Strategic Planning/Lease - May 21
- Next Board meeting - May 28

14. Future Agenda Items

- Term times and limits
- Newsletter
- Nonprofit concept

15. Message to Members

The Board reviewed finances, governance, annual meeting planning and facilities planning. Sales trends are positive. There continue to be opportunities for volunteer and committee involvement by our members, and we welcome members to come attend our Board meetings.

Adjournment - Motion to adjourn the regular meeting approved by consensus at approximately 7:36pm

Executive Session

The Board entered an executive discussion to continue the discussion of GM merit based compensation.