

Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes
Wednesday July 11, 2018 6:30- 9:30 PM
River Valley Co-op, Northampton

Board Members Present: President Andrea Stanley, Treasurer Dorian Gregory, Lynn DiTullio, Jade Barker, Jacquie Fraser, Gary Schaefer, Eric Friedland-Kays, and General Manager Rochelle Prunty

Absent: Vice-President Steve Bruner, Clerk Alex Risley Schroeder,

Notetaker: Beth Skinner, Co-op Leadership Administrator

5:30 Presiding: President Andrea Stanley

Meeting convened @ 6:30 PM

**I. 6:30 PM Icebreaker What did you take away from CCMA this year?
Dorian will do the icebreaker for August.**

II. 6:35-6:50 PM CCMA Debrief Agenda Review and Approval of Minutes
Dorian made a motion to approve the minutes and Andrea seconded. The motion passed unanimously.

II. 6:50 7:00 PM Action Items

Directors reviewed the action items from the last meeting.

Actions:

- **Action:** Rochelle will draft a response to co-op owner Vicky Knight concerning the history of the Cleveland Co-op and concerns about opening a second store. Executive Committee will review the response. **Done**
- **Action:** Add customer count and basket size to BI: Financial Condition monitoring report. Rochelle **in process**
- **Action:** Job descriptions for Executive Committee Officers in board appendices and on google drive. **Alex, Dorian, Beth In Process**
- **Action:** Board will be up to date on using RVC email and google drive by August 1. **Directors In Process**
- **Action:** Orientation documents will be put on google drive. **Beth and Steve July 25 deadline In Process**
- **Action:** Add to board calendar and annual calendar in Nov. and May discussion/review of guidelines for Community Grants, Austin Miller and board donations. **Andrea Done**
- **Action:** Discussion with Nate about security, using google drive, RVC e-mails and forwarding board e-mails to personal e-mails. **Rochelle Done**
- **Action:** Ask Michael if there is a policy on information security. **Rochelle Done**

- **Action:** After RVC tree donations are complete board treasurer will decide on amount and board will vote by e-mail **Dorian In Process**
- **Action:** Board Members need to sign up for the Strawberry Social on June 21 to present awards. **Directors Done**
- **Action item** Approve board budget at July Board Meeting **Dorian In Process**

III. PM River Valley Market LLC operations board resolutions and RVC Properties LLC board resolutions None

IV. 7:00-7:20 PM- Committee Updates

Capital Campaign Update

Report from Lynn about the excellent progress of the Soft Campaign. Two million has been collected.

Elections Update

- Jade, Gary and Dorian are on the committee
- Google spread sheet of members in Easthampton
- Reached out to president of Chamber of Commerce in Easthampton
- Have postcard handouts for members at co-op events about their interest in the co-op

Annual Meeting Update

- Easthampton Mill 180 will be the location for annual meeting on Dec. 7 5:30-9:00
- 250 people can be seated.

V. 7:20-8:22 B9 Emergency GM Succession

- Two edits are on page 6 delete apostrophe for member owners and Andrea's phone number is area code 617.

Dorian made a motion to accept internal report with changes as a demonstration of acting within board-established boundaries of executive limitations and Lynn seconded the motion. The motion passed unanimously.

B5 Treatment of Consumers

- Directors suggested that there be more on RVC website about products and event

Eric made a motion to accept internal report as a demonstration of acting within board-established boundaries of executive limitations and Lynn seconded the motion. The motion passed unanimously.

Break 8:22- PM 8:41

Andrea made a motion to move into Executive Session and Dorian seconded the motion. The motion passed unanimously.

VII. 8:41-8:55 Executive Session Second Store

V. 9:20 Executive Session-Personnel (Notes taken by Director)

Appreciations and Next Steps

Actions

- **Action:** Add customer count and basket size to BI: Financial Condition monitoring report. **Rochelle In Process**
- **Action:** Job descriptions for Executive Committee Officers in board appendices and on google drive. **Alex, Dorian, Beth In Process**
- **Action:** Board will be up to date on using RVC email and google drive by August 1. **Directors In Process**
- **Action:** Orientation documents will be put on google drive by July 25 **Beth, Steve In Process**
- **Action:** Explore board policy for electronic communication security **Andrea, Dorian, Alex**
- **Action:** Approve FY 19 board budget at August meeting **Dorian**
- **Action:** Nate will do a google drive and docs training at a board meeting (30 minutes)
- **Action:** Election committee will draft an informational postcard, which is an ongoing announcement of board elections.
- **Action:** Change dates for monitoring policies so it is the same as the calendar **Andrea, Dorian**
- **Action:** August board meeting will monitor 4th quarter financials and 4th quarter internal report
- **Action:** September -- auditors monitoring report and business plan
- **Action:** Jacquie will work with Natasha to contact Eric Holt-Gimenez
- **Action:** review B5 in July rather than December in policy manual **Andrea**

9:30 PM Dorian made a motion to adjourn the meeting and Jacquie seconded the motion. The motion was approved unanimously with no abstentions.

PARKING LOT:

Parking Lot items are reflected in board annual retreat and available for executive committee review.

Look at avenues for Board organized community participation around promoting local food. How does the board encourage owner-members to join committees?

Next Board Meeting: August 8 2018, 6:30-9:00 PM, River Valley Co-op

Director	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18
Jade Barker	ABS	X	ABS	X	ABS	X	X	NA	X					
Steve Bruner	X	X	X	X	X	X	X	NA	ABS					
Lynn DiTullio	X	X	X	X	X	X	X	NA	X					
Gary Schaefer	N/A	X	ABS	ABS	X	X	X	NA	X					
Eric Friedland-Kays	X	X	X	X	ABS	ABS	X	NA	X					
Jacque Fraser	X	X	X	X	X	X	X	NA	X					
Dorian Gregory	X	X	X	ABS	X	X	X	NA	X					
Alex Risley Schroeder	X	X	X	X	X	X	X	NA	ABS					
Andrea Stanley	X	X	X	X	X	X	X	NA	X					