

Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes Zoom video-conference
Wednesday March 25, 2020 6:30- 9:10 PM

Board Members Present: President Dorian Gregory, Vice-President Mark Devlin, Clerk Alex Risley Schroeder, Treasurer Jacquie Fraser, Steve Bruner Gary Schaefer, Emily Laine, Abby Getman Skillicorn, Wendy Messerli

Managers: General Manager Rochelle Prunty, Finance Manager Duke Bouchard, Marketing Manager Natasha Latour

Notetaker: Beth Skinner Co-op Leadership Administrator

Presiding: President Dorian Gregory

Meeting convened @ 6:30 PM

I. 6:30 PM Owner comments

II. 6:35 6:45 PM Agenda Review and Approve Minutes

- Jacquie will do the ice-breaker in April.
- Directors agreed to rearrange agenda to have consent items first and combine Covid discussion and Executive session
- Mark moved and Steve seconded a motion to approve the February 2020 minutes with corrections. The motion passed unanimously with one abstention.

III. 6:45-6:50 PM Action Items

Action Items

- Create a google doc with questions to ask Onion River Board President about their expansion during board retreat **Done**
- Reading Material on Diversity, Equity, and Inclusion will be at 40 Main and **Wendy** will e-mail suggestions **Done**

IV. 6:50 PM River Valley Market LLC and RVC Properties LLC Board Resolutions
None

V. 6:50- 6:55 PM National Cooperative Grocers Annual Membership Agreement

Directors unanimously agreed that General Manager Rochelle Prunty and President Dorian Gregory be authorized to sign on behalf of the co-op the NCGA Annual Membership agreement.

VI. 6:55- 7:30 PM BI Financial Condition (2nd Quarter)

- Steve moved and Jacquie seconded to accept this report from management as a demonstration of acting within Board-established policies and ends. Passed unanimously with one abstention.
- Wendy requested further information on the role of an employee board member voting on a report they previously worked on. The Executive committee will put this on the agenda.
- Deep appreciation for the detailed work done by Rochelle and Duke
- Food for All is a growing expense
- Two day owner appreciation day bumped up advertising and coupons and added expense

Monitoring Report B9- Emergency GM Succession

Gary made a motion and Wendy seconded to accept this report from management as a demonstration of acting within Board-established policies and ends. Passed unanimously with no abstentions.

- In the future invite Nicole Cowlin (HR) and Liesel de Boor (Store Manager) to a board meeting.
- Staff survey postponed
- Directors greatly appreciated the report

VII. 7:30-7:50 PM Annual Board Retreat

- April 4 Board Retreat IDI 9:00 -12:30 pm with Ladonna on zoom
- Review videos and books White Fragility - Robin DiAngelo and Between the World and Me - Ta-Nehisi Coates
- Another half-day retreat on speaking with one voice to be scheduled on zoom with Michael Healy
- April 8, 6:00-7:00 pm Zoom meeting with board president Faye Mak of City Market about directors' experience opening a second store.

VIII. 7:50 8:05 PM Board Process Monitoring D1, D2, D3, D4

- Discussion of GM monitoring report being completed by the November board meeting which will be added to the parking lot.

Break 8:05-8:10 PM

IX. 8:10- 8:15 PM Board Budget Review

- Discussed possibility of cancellation of CCMA conference
- Discussed reviewing board budget mid-year and annually. Otherwise information can be e-mailed.

Directors decided there was no need for an Executive Session.

X. 8:30- 9:00 PM COVID-19

- Double digit growth
- Reduced store hours now 10:00 AM-7:00 PM (Seniors/Immune compromised 9:00-10:00 AM)
- Ordering process changed
- Supply line is coming back and increased local suppliers
- Local vendors happy that coop is open and busy
- Met with union & increasing pay by \$2.00 a hour and \$100 extra weekly for managers
- Stewards are great with in store communications
- No longer can shoppers bring their own bag or have self-service in bulk
- The store was disinfected with a product recommended to help stop the spread of COVID-19 from high touch surfaces which remains effective for at least six months
- New federal funding for paid leave related to the COVID-19 issues will help defray some extra co-op costs and support our employees
- Need outside monitors for traffic flow and shoppers
- Plastic barriers for Front End
- Relooking at site delays and financial forecast with NCG advice.

Action Items

- Executive committee will discuss putting on a board agenda the topic of the role of an employee board member voting on a report previously worked on
- Check about April 8 zoom meeting with the board president of City Market **Dorian**
- Information on NCG conference zoom schedule on April 22 and inform Dorian for scheduling with Fay from City Market **Rochelle**
- Approve executive minutes from the February board meeting
- Abby suggested that Directors investigate the Racial Equity Challenge sponsored by Food Solutions New England

9:00 PM Abby moved to adjourn the meeting and Jacquie seconded. The motion passed unanimously with no abstentions.

REMINDERS:

Actions that will be resolved in the future or specific dates for upcoming meetings/events.

- Packets need to be completed by Thursday at 5:00 PM week before board meeting or the agenda will be changed
- Executive committee meets the 2nd Wed of the month 5:30 (2 weeks before the board meeting)

Next Board Meeting April 29, 2020 on Zoom video-conference

Next Executive Meeting April 8, 2020 5:30 on Zoom

PARKING LOT:

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

review.

- Executive committee will provide opportunities in board meetings as needed to practice with one voice
- Look at avenues for Board organized community participation around promoting local food
- Are there Board committees that co-op owners should be invited to join and how should that be done?
- Board relationship with staff is a possible retreat conversation
- Executive Committee will discuss meaningful meetings with co-op owners
- Discussion on electronic voting
- Discuss in the board retreat linking board plans to cooperative values
- Update on the Co-op's Green team
- Policy committee will review C3 number 4 for a proposed wording change
- Review policy Monitoring of the GM to add completion by November board meeting

Director	Apr 19	May 19	Jun 19	July 19	Aug 19	Sep 19	Oct 19	No 19	Dec 19	Jan 20	Feb 20	Mar 20
Steve Bruner	X	X	X	abs	X	X	X	X	X	X	X	X
Dorian Gregory	X	abs	X	X	X	X	X	X	X	X	X	X
Jacquie Fraser	X	X	X	X	X	X	X	X	X	X	X	X
Mark Devlin	X	X	X	X	X	X	X	X	X	X	X	X
Alex Risley Schroeder	X	X	abs	X	X	X	X	X	X	X	abs	X
Gary Schaefer	X	X	X	X	X	X	abs	X	X	X	abs	X
Emily Laine	X	X	X	X	X	X	X	abs	X	X	X	X
Abby Getman Skillicom									X	X	X	X
Wendy Messerli									X	X	X	X