

**Northampton Community Cooperative Market, Inc.**  
**Board of Directors Meeting Minutes In Person and on Zoom video-conference**  
**May 26, 2022 6:30- 9:00 PM**

**Board Members Present:** President Abby Getman Skillicorn, Vice-President Alex Risley Schroeder, Clerk Gary Schaefer, Treasurer Elizabeth Appelquist Wendy Messerli, Angus Brewer, Angela D'Souza, Barra Cohen, Sarah Abigail Axe

**Managers:** General Manager Rochelle Prunty, Director of Marketing Natasha Latour, CFO Duke Bouchard

**Guests:** None

**Facilitator:** Jade Barker

**Advisor:** Dorian Gregory

**Host:** Executive Assistant Debbie Marshall

**Absent:** President Abby Getman Skillicorn,

**Zoom** Beth Skinner Co-op Leadership Administrator, Executive Assistant Debbie Marshall

**Presiding:** - Vice-President Alex Risley Schroeder,

**Meeting convened @ 6:30 PM**

**I. 6:30-6:35 Member Comments**

**II. 6:40 7:00: Agenda Review and Approve Minutes**

- Elizabeth will do the ice-breaker for June meeting.
- Sarah moved and Angela seconded a motion to approve the April 27, 2022 minutes. The motion passed unanimously with one abstention

**II. 6:55- 7:00 PM Action Items**

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

- Complete Cori forms **Rochelle Done**
- Need tools of support contact **Abby** or **Elizabeth In Process**
- Add corrected minutes to RVC website **Beth In Process**
- Rochelle will respond to owner's concerns about solar and equity payments and copy directors **Done**
- Hilltown Land Trust 10 am on Sunday May 22nd. Rochelle will send out lunch menu

(bring water) **Done**

- Trail map <https://www.hilltownlandtrust.org/protected-lands/hlt-hiking-trails-and-maps/hiking-stevens-property-huntington-ma> **Done**
- Let election committee know if you are running for election this year **In process**
- Send out election candidate update to board **In process**
- Annual Retreat Sunday Aug. 14 9:30 to 3:00 **(Abby will inform Michael Healy) In process**
- Resend jam board with retreat ideas to directors **Abby In process**

### **III. 7:00 7:10 Debrief Hilltown Land Trust Hike**

- Great to see how habitat is protected and learn history of woodlands
- Nice to get closer to board members by spending time outside of board meetings

### **IV. River Valley Market LLC and RVC Properties LLC Board Resolutions None**

### **V. 7:10-7:25 BI: Financial Condition and Analysis (3Q)**

Barra moved and Elizabeth seconded to accept BI: Financial Condition and Analysis (3Q) internal report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

- Thanks to Duke and Wendy for work on report
- Compliance on all parts of policy except B1.2 allow operations to generate an inadequate net income. However RVC is making progress.
- Inflation is causing rapid price changes
- Finance team has stepped up to turnaround monthly margin and quarterly financial reports for managers within 2 weeks since it is important to get information faster for problem solving
- Good news is that sales and membership show growth
- We are working with a consultant in prepared foods including support for implementation of improved usage of software system for prepared foods pricing and margin controls. A complex system which requires extensive set up but will support prepared foods margin control when properly set up, regularly maintained and consistently used.

### **VI. 7:25-7:40 CCMA**

- Discussed details of upcoming conference and schedule of meeting up with River Valley participants
- Fact sheet about River Valley Co-op
- Rochelle presenting 2 workshops as is Jade and Dorian
- Nicole Cowlin, Director of Human Resources is presenting in a workshop

## **VII. 7:40- 7:50 Board's Role with Community Engagement-Natasha Presentation**

- Check River Valley website for tabling and outreach events.
- June 23 Ice Cream social and Austin Miller presentations
- July 2 1-3PM celebrating first birthday Northampton
- June owner drive
- RVC is a major sponsor of Cultural chaos

## **VIII 7:40-8:15 Executive Session-Review and Discuss Nominations for Austin Miller Co-op Hero Awards**

## **IX 8:15 8:38 Living Policy C5: Code of Conduct in the Community**

- COVID resulted in less face to face co-op owner events for Directors to interact with co-op owners and customers
- Individual Co-op Directors represent the interests of the whole co-op and support management, Board decisions, and staff when speaking to co-op owners, staff, and/or members of the public. How does that work? Sample Q&A discussion. Listening well and following up for more information is key.
- Directors engaged in an exercise to practice with some common questions or concerns they may hear.

## **X 8:45--8:50 Election Committee**

- Might use a QR code for election applications

## **Next Steps 8:50-8:55 PM**

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

### **Action Items**

- Need tools of support contact **Abby** or **Elizabeth**
- Add corrected minutes to RVC website **Beth**
- Rochelle will send directors her response to owner's concerns about solar and equity payments

- Let election committee know if you are running for election this year or have ideas for candidates
- Send out election candidate update to board **Gary**
- Resend jam board with retreat ideas to directors **Abby**
- Interested in tabling at upcoming coop events contact **Natasha**
- Put possible questions for directors from owner's in minutes **Beth**

### **Appreciations**

- Fun meeting
- Group cohesion
- Thank you Alex for leading meeting
- Thank you to Natasha for updates and Duke and Wendy for financial information
- Professional meeting

### **9:00 PM**

Sarah moved and Angus seconded to adjourn the meeting.

### **REMINDERS:**

- Packets need to be completed by Thursday at 5:00 PM week before board meeting or the agenda will be changed.
- Reminder to look at Annual meeting charter for possible updates.
- Columinate has resources for DEI and a series of webinars on financial training.

**Next Executive Meeting will be June 15 , 2022**

**Next Board Meeting June 22 , 2022 6:30-9:00 PM**

**PARKING LOT is now in google drive “Working Documents”**

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

Director	Jun 21	July 21	Aug 21	Sep 21	Oct 21	No. 21	De 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22
Angus Brewer	X	X	X	X	X	X	X	X	X	X	X	X
Alex Risley Schroeder	X	X	X	X	X	X	X	X	X	X	X	X
Gary Schaefer	X	X	X	abs	X	X	X	X	abs	X	X	X
Abby Getman Skillicorn	X	X	X	X	X	X	X	X	X	X	X	abs
Wendy Messerli	X	X	X	X	X	X	X	X	X	X	X	X
Sarah Axe									X	abs	X	X
Angela D'Souza									X	X	X	X
Elizabeth Appelquist									X	X	abs	X
Barra Cohen									X	X	X	X