

**Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes In Person and on Zoom**

October 28, 2025 6:30- 9:00 PM

Board Members Present: President Emma Woebbe, Vice President Abby Getman Skillicorn, Treasurer Steve Trombulak, Clerk Elizabeth Appelquist, Gary Schaefer, Angus Brewer, Wendy Messerli, Dorian Gregory, Jeanne Young

Absent: None

Co-op Management Present: General Manager Rochelle Prunty, Director of Marketing Natasha Latour, CFO Duke Bouchard

Attending by Zoom: None

Facilitator: Jade Barker

Zoom Host: Executive Assistant Debbie Marshall

Notetaker: Board Administrator Beth Skinner

Presiding: President Emma Woebbe

Meeting convened @ 6:30 – 6:35 PM

Coop Owner Comments: None

I. 6:40– 7:00 PM Agenda Review and Approve Minutes

Elizabeth will do the ice-breaker for the November meeting. All Directors affirmed they read the packet and are prepared and ready to participate. Abby moved and Emma seconded a motion to approve the September 2025 minutes with corrections. The motion passed unanimously with two abstentions.

Action Item

- Interested in any of the upcoming Columinate events e-mail **Beth In Process**

- Reorganize election materials and add to google drive election committee folder
Beth In Process

II. 6:55- 7:00 PM River Valley Market LLC and RVC Properties LLC Board Resolutions **None**

III. 7:00-7:15 PM BI: Financial Condition & Analysis (External - Annual Audit)

7:00 PM Duke Bouchard, Bruce Mayer and Joesph Salzman from Wegner CPA joined the meeting by zoom

Wegner CPA audited the financial statements of Northampton Community Cooperative Market, Inc., which comprise the consolidated balance sheets as of June 30, 2025 and 2024 and the related consolidated statements of income, equity, and cash flows for the years then ended, and the related notes to the financial statements.

Directors reviewed draft financial statements, patronage recommendation and the auditor's report.

- Wegner concludes that the financial information is correct and River Valley Co-op received the highest score that can be received.
- Very positive audit and best practices have been incorporated so no need for a letter of recommendations from auditors.
- Auditors commended Duke, Wendy and finance team.
- Internal controls are positive.

Emma moved and Gary seconded a motion to accept BI: Financial Condition & Analysis (External - Annual Audit) internal report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with two abstentions.

IV. 7:15- 7:23 PM Executive Session External Audit, Wegner CPA

Abby moved and Emma seconded a motion to go into executive session with Directors and Jade. The motion passed unanimously with no abstentions.

7:15 PM Staff left the meeting

7:23 PM Board left Executive Session

7:23 PM Staff rejoined the meeting

V. 7:23-7:50 PM Equal Exchange Proposal

Board discussed Equal Exchange Proposal and asked Rochelle for further clarification and a postponement of the Nov. 1 deadline.

VI. 7:50 – 8:06 PM A. Ends

Steve moved and Angus seconded a motion to accept A. Ends report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

Board expressed the opinion that the Ends report is their favorite report and each director highlighted what particularly interested them.

8:06- 8:15 PM Break

VII. 8:15- 8:30 PM Annual Meeting

- Board loved the venue, dinner and celebration of coop
- Videos appreciated
- Emma's leadership
- Keynote speaker Center for New Americans

VIII. 8:30-8:40 PM C6- Officers' Roles

Board reviewed the policy and the scores were high.

IX. 8:40-9:00 PM Capital Campaign

Board discussed present status (passing one million dollar mark) and next steps

X. 9:00 PM Abby moved and Dorian seconded a motion to go into Executive Session without staff. The motion passed unanimously with no abstentions.

Next Steps

Appreciations

- Thanks for great food
- Inspiring Board
- Amazing teamwork on the capital campaign

Action items

- Interested in any of the upcoming Columinate events e-mail Beth **In Process**
- Reorganize election materials and add to google drive election committee folder **Beth In Process**

Packets goal is to be completed by Thursday at 5:00 PM week before board meeting or the agenda may be changed.

Columinate has resources for DEI and a series of webinars on financial training.

Next Executive Meeting will be Nov. 12, 2025

Next Board Meeting will be Nov. 25, 2025 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.

- Plan annual board cyber security training and a review of C9 policy
- Look at history and guidelines on reviewing policies (Michael Healy is a good resource)
- C8: Governance Investment -change annual budget review deadline from May to June

Director	Oct 24	Nov 24	Dec 24	Jan 24	Feb 25	Ma 25	Apr 25	May 25	Jun 25	July 25	Aug 25	Sep 25
Angus Brewer	X	X	X	X	X	X	X	X	X	X	X	X
Emma Woebbe	X	X	X	X	X	X	X	X	X	X	X	X
Gary Schaefer	X	X	X	X	X	X	X	X	X	X	X	ab
Abby Getman Skillicorn	X	X	X	X	X	X	X	X	X	X	X	X
Wendy Messerli	X	X	X	X	X	X	X	X	X	X	X	X
Jeanne Young				X	abs	X	X	X	X	X	X	X
Steve Trombulak				X	X	X	X	X	X	X	X	X
Elizabeth Appelquist	X	X	X	X	X	X	X	X	X	X	X	ab
Dorian Gregory							abs	X	X	X	X	X

