

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

**November 25, 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:**

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

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

## 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**

### I. **6:55- 7:00 PM** River Valley Market LLC and RVC Properties LLC Board Resolutions

Liesel is currently the Easthampton store manager and Emma will make necessary changes to the liquor license.

### II. **7:00-7:15 PM BI: Financial Condition & Analysis (IQ)**

#### **7:00 PM Duke Bouchard joined the meeting by zoom**

Emma moved and Jeanne seconded a motion to accept BI: internal report as out of compliance with a plan for being in compliance and acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

- Sales were down
- Budgeted for a loss with the hope of strong sales growth
- To improve growth coop management has added more products to the coop basics program to bring some prices down
- Produce sales are underperforming
- NCG consultants are helping with resets and working with store managers
- Prepared foods has a consultant for 6 to 7 weeks
- Last few weeks there was a good margin report and sales growth improved in Easthampton

### III. **7:15- 7:30 PM BI: Financial Condition & Analysis** final version of external audit

Abby moved and Elizabeth seconded a motion to accept B1: Financial Condition & Analysis final version of external audit report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

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

#### **IV. 7:30 PM Executive Session Owner Loan Campaign**

**7:44 PM Board left Executive Session**

#### **V. 7:45-7:50 PM Capital Campaign Board Adjustments**

Dorian moved and Angus seconded a motion to raise Capital Campaign cap from 1,500,000 to 2,250,000 million. The motion passed unanimously with no abstentions.

- Campaign ends Dec. 5, 2025

**7:50-8:00 PM Break**

#### **VIII. 8:00 – 8:05 PM Board Calendar**

- January 2026 new board orientation with Michael Healy, Dorian, Jeanne, Margaret, Emma and Rochelle attending
- CISA talk will be at February board meeting
- Board Retreat moved to June 2026
- CCMA May 28- 30 in Tacoma Washington

#### **IX. 8:05-8:13 PM Board Reimbursement Task Force**

- Need to decide who should receive receipts for reimbursement
- Reimbursement information should be included in board candidate information

Steve moved and Abby seconded a motion to accept Board Reimbursement proposal. The motion passed unanimously with no abstentions.

#### **X. 8:16- 8:20 PM Executive Session approval of 2025 Executive Minutes**

Abby moved and Wendy seconded a motion to accept April 2025 Executive Minutes The motion passed unanimously with three abstentions.

Emma moved and Elizabeth seconded a motion to accept May 2025 Executive Minutes The motion passed unanimously with one abstention.

### **Next Steps**

#### **8:20- 8:25 PM Appreciations**

- Congratulations for all the great work and success of the Campaign
- Thank you to Debbie for all her work
- Everyone loved birthday dessert

### **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**
- Set date for January 2026 new board orientation with Michael Healy, Dorian, Jeanne, Margaret, Emma and Rochelle **Emma**
- Arrange with Margaret the CISA talk at the February board meeting **Emma**

#### **X. 8:25-8:55 PM Executive Session GM Compensation FY 26**

Emma moved and Abby seconded a motion to go into Executive Session without staff. The motion passed unanimously with no abstentions.

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 Dec. 10, 2025**

**Next Board Meeting will be Dec. 23, 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	Nov 24	Dec 24	Jan 25	Feb 25	Ma 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oc 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	ab	X
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	X
Steve Trombulak			X	X	X	X	X	X	X	X	X	X
Elizabeth Appelquist	X	X	X	X	X	X	X	X	X	X	ab	X
Dorian Gregory						abs	X	X	X	X	X	X

DRAFT