

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

**December 23, 2025 6:30- 8:15 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:** Jade Barker

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

**Attending by Zoom:** Jeanne Young, Emma Woebbe

**Facilitator:** Emma Woebbe

**Zoom Host:** Executive Assistant Debbie Marshall

**Notetaker:** Executive Assistant Debbie Marshall

**Presiding:** President Emma Woebbe

Meeting convened @ 6:30 – 6:35 PM

**Coop Owner Comments:** No owners in attendance.

- Abby helped a school cooperative by sharing coop's resources.
- Steve educated some owner friends on the coop principles and they might consider running for thre board
- Emma was approached by local community group to be considered for Change for Change. Referred them to Natasha.

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

Dorian will do the ice-breaker for the January meeting. All Directors affirmed they read the packet and are prepared and ready to participate. Jeanne moved and Abby seconded a motion to approve the November 2025 minutes with corrections. No abstentions. All in favor.

## 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 Done** The orientation will be held on January 22<sup>nd</sup> via Zoom.
- Arrange with Margaret the CISA talk at the February board meeting-**Emma-**  
Moved to parking lot

**I. 6:55- 7:00 PM** River Valley Market LLC and RVC Properties LLC Board Resolutions. No resolutions.

### **II. 7:00-7:15 PM B: Global Executive Constraint**

Angus moved and Dorian seconded a motion to accept B: Global Executive Constraint internal report as in compliance and acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

- Rochelle handed out revised report.
- The Board discussed the 2<sup>nd</sup> Principle: Democratic Member Control.
- Voting turnout was lower this year at 4.4%
- Rochelle wants to do a campaign to encourage owners to update their email addresses
- Board discussed the 3<sup>rd</sup> Principle: Member Economic Participation and the \$150 membership fee and 20% rebate that goes back to members.

### **III. 7:15- 7:20 PM D-Global Board-Management Connection**

- Directors had high marks.
- The Board discussed how Wendy fields things as a board member and staff member.

### **IV. 7:20-7:35 PM Capital Campaign Closeout**

- Wendy received emails from owners who still wanted to participate after the campaign was closed and had to turn them away.
- The average loan was higher than the last campaign at \$16k. Most loans

were over \$10k. New lenders were at 62%. Two loans were \$100k. Average new lender loans were at \$12k.

- Steve and Jeanne found cold calling did not generate loans.

### **7:35-7:45 PM Break**

### **V. 7:45 – 7:52 PM Real Estate Purchase**

- Closing date is January 15<sup>th</sup>.
- Our attorney Alan has asked them to do a draft title to review
- Rochelle ordered title insurance for \$5k.
- We contacted our bank to update our mortgage as it needs to be changed from lease to asset.
- Our closing costs will not increase.
- We paid our last rent for December 1<sup>st</sup> and we won't be charged January rent.

### **VI. 7:52-8:00 PM Opportunities with Equal Exchange**

- If coop needs capital for a project we can reach out to Equal Exchange under our 6<sup>th</sup> Principles: Co-operation among Co-operatives.
- Coop Managers can participate in the educational programs for example countries like Venezuela and Columbia to learn about the supply chains.

### **VII. 8:00- 8:05 PM Executive Session approval of 2025 Executive Minutes**

The Board did not need to go into Executive Session to approve the minutes as there was no substantial info to vote on.

- June 24, 2025 - Abby moves and Elizabeth seconds. All in favor. None opposed. Angus abstains – for reason of not being there. Passed unanimously with one abstention.
- October 28, 2025 –Gary moves and Emma seconds Angus and Wendy abstained for reason of not being there. All in favor with amendments. None opposed.
- November 25, 2025 Session 1. Abby moves Jeanne seconds. All in favor. Passed unanimously.
- November 25 2025 Session 2- Gary moves to accept with amendment. Emma seconds. Wendy, Angus and Elizabeth abstain-for reason of not being there.

### **Next Steps**

- Emma will send out the October Executive Sessions minutes for the GM Evaluation and Compensation Process to review at the January Board meeting.

### **8:05- 8:10 PM Appreciations**

Emma's double duty & Abby.

Steve- completed 1<sup>st</sup> year on board appreciates everyone and heart is full.

Wendy for her work on the capital campaign.

Abby's fierce leadership.

Abby and Rochelle's report on cooperative principles.

Appreciates the learning and humor

Abby's leadership and work with 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**
- Capital campaign committee will make sure faq's and record keeping are updated. **Capital Campaign Committee**
- January 22<sup>nd</sup> 2026 new board orientation on zoom with Michael Healy, Dorian, Jeanne, Margaret, Emma and Rochelle

### **Adjourn Meeting**

**8:28 PM** Emma moved and Abby seconded a motion to adjourn. 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 Jan. 14, 2025**

**Next Board Meeting will be Jan. 27, 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
- Plan a future CISA talk for the board

Director	Dec 24	Jan 25	Feb 25	Ma 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 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	ab	X	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	X
Steve Trombulak		x	X	X	X	X	X	X	X	X	X	X
Elizabeth Appelquist	X	X	x	X	X	X	x	x	X	abs	X	X
Dorian Gregory					abs	X	X	X	X	X	X	X

