

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

April Board Meeting held May 5, 2026 6:30-9:00 PM

Board Members Present: President Emma Woebbe, Clerk Margaret Christie, Gary Schaefer, Angus Brewer, Dorian Gregory, Elizabeth Appelquist

Absent: Vice-President Jeanne Young, Treasurer Steve Trombulak, Wendy Messerli

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

Attending by Zoom: President Emma Woebbe

Facilitator: Jade Barker

Zoom Host: Executive Assistant Debbie Marshall

Notetaker: Board Administrator Beth Skinner

Presiding: Clerk Margaret Christie

Meeting convened @ 6:30 PM

Coop Owner Comments:

None

I. 6:40– 6:55 PM Agenda Review and Approve Minutes

Gary will do the ice-breaker for the May meeting. All Directors affirmed they read the packet and are prepared and ready to participate. Angus moved and seconded a motion to approve the March 2026 minutes with corrections. The motion passed unanimously with no abstentions.

Action Items (previous month)

- Review C9 to see if the policy accommodates cyber security. **Emma to review in June.**
- Review draft language of officers roles get feedback from directors **Emma-In Process**
- Change binary language in the board policies **Beth Done**
- Review order of succession for officer roles – **Emma – In Process.**
- Interested in any of the upcoming Columinate events e-mail **Beth.**
- Capital campaign committee will make sure faq's and record keeping are updated. **Steve - In Process**

I. 6:55-7:00 PM Annual Meeting Approval of Date

Gary moved and Angus seconded a motion to accept October 29 Annual Meeting date. The motion passed unanimously with no abstentions.

- October 29, 2026 at The Garden House at Look Park

II. 7:00-7:20 PM Financial Update

7:05 PM Duke entered meeting

- 2 percent under budget
- Wages under budget
- Utility costs have risen
- Inflation is a concern
- Working on improving Open Book meeting

III. 7:20 PM River Valley Market LLC and RVC Properties LLC Board Resolutions. **None**

7:20-7:30 PM Break

IV. 7:30-7:40 PM Update from Election Committee

- Material on board service updated on the coop website
- Timeline sent by Wendy
- 3 Directors up for reelection (2 wish to run and 1 undecided)
- Directors attending coop events and wearing name tag is important to connect with owners
- Election materials due before July 1
- Sept. 29 board approves slate

7:50 PM Emma left the meeting

8:00 PM Emma joined the meeting

7:40-8:00 PM Potential Member Loan Renewal Plan

Margaret moved and Dorian seconded a motion to approve an extension program of RVC's current member loans. The motion passed unanimously with no abstentions.

- Rochelle gave information about a potential administrative renewal process to offer member lenders an extension program at the end of their loan term.

VI. 8:00-8:10 PM- B9: Emergency GM Succession

Gary moved and Margaret seconded a motion to accept B9: Emergency GM Succession Board report as being in compliance and acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

- Great leadership team and strong resources for the coop in the future
- A number of the coop leadership team could succeed the GM
- Natasha is the board contact person

VII. 8:10-8:20 PM D1 Unity of Control D2-Accountability of the GM D3-Delegation to the GM D4-Monitoring GM Performance

- Board monitors its own board-established policies.

VII. 8:20-8:30 C9 – Electronic Communications

Board discussed the Survey Monkey results and reviewed the report on Board Participation in Required Training

VIII. 8:30-8:40 PM Management Recommendations for 2026 Austin Miller Co-op Hero Awards

- The Non-Profit Winner receives the proceeds from the Strawberry Ice Cream Social and the June Change for Change contributions.

Angus moved and Elizabeth seconded a motion to accept the Non-Profit Tapestry. The motion passed unanimously with no abstentions.

- Angus moved and Gary seconded a motion to accept Robin Bialecki, Executive Director of the Easthampton Community Center. The motion passed unanimously with no abstentions.
- Gary moved and Margaret seconded a motion to accept Farm/Food Producer, Reed Farm. The motion passed unanimously with no abstentions.
- Gary moved and Emma seconded a motion to accept Business Winner Equal Exchange. The motion passed unanimously with no abstentions.

VIII. 8:30-8:40 PM Next Steps

8:40 PM Appreciations

- Thank you to Margaret for presiding over the meeting
- Debbie for food
- Respectful meeting
- Thanks Emma for getting to meet the next generation on zoom
- Management's in depth financial reporting
- Dorian's knowledgeable questions and participation

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Action items

- Review C9 to see if the policy accommodates cyber security. **Emma to review in June.**
- Review draft language of officers roles get feedback from directors **Emma-In Process**
- Review order of succession for officer roles – **Emma – In Process.**
- Interested in any of the upcoming Columinate events e-mail **Beth.**
- Capital campaign committee will make sure faq's and record keeping are updated. **Steve - In Process**
- Red line version Of the board policies with binary changes will be presented at the May board meeting for approval **Beth**

8:49 PM Elizabeth moved and Margaret seconded a motion to end the meeting.

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 May 13

at Board Meeting will be May 26, 2026 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)

Director	Apr 25	May 25	Jun 25	Jul 25	Au 25	Sep 25	Oc 25	No v25	Dec 25	Jan 26	Feb 26	Mar 26
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	abs
Margaret Christie										X	X	X
Wendy Messerli	X	X	X	X	X	X	X	X	X	X	X	X
Jeanne Young	X	X	X	X	X	X	X	X	X	X	X	abs
Steve Trombulak	X	X	X	X	X	X	X	X	X	X	X	X
Elizabeth Appelquist	X	X	X	X	X	abs	X	X	X	X	abs	X
Dorian Gregory	abs	X	X	X	X	X	X	X	X	X	abs	X