

Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes In Person and on Zoom video-
conference
March 27, 2024 6:30- 8:00 PM

Board Members Present: President Abby Getman Skillicorn, Vice President Barra Cohen, Clerk Emma Hempstead Woebbe, Treasurer Elizabeth Appelquist Wendy Messerli, Angus Brewer, Sarah Abigail Axe, Gary Schaefer

Absent: Angela D'Souza

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

Attending by Zoom: CFO Duke Bouchard

Facilitator: Jade Barker

Zoom Host: Executive Assistant Debbie Marshall

Notetaker: Executive Assistant Debbie Marshall

Presiding: President Abby Getman Skillicorn

Meeting convened @ 6:30 PM

I.6:30-6:35 PM Co-op Owner Comments

- No members present. Emma relayed appreciation she heard from a co-op owner about great produce specials.

II. 6:35-6:55 PM Agenda Review and Approve Minutes

- Emma will do the ice-breaker for the April meeting.
- All Directors affirmed they read the packet and are prepared and ready to

participate.

- Abby moved and Sarah seconded a motion to approve the March 6, 2024 minutes postponed from February. The motion passed unanimously with with no abstentions.

Action Items

- Share Our Co-op's History Timeline Presentation Rochelle **In Process**
- Need tools of support contact Abby or Elizabeth **Ongoing**
- Send out CCMA slides and comments Abby **No longer needed**
- Election and Member Loan committees meet before March 27 meeting **In Process**
- Angela and Angus Co Chair Election committee with members Gary, Abby and Wendy
- Member Loan Committee-Abby, Wendy and Gary

III. 6:55-7:00 PM Board Retreat

- Michael Healy will send out materials by March 29/

IV. 7:00 PM River Valley Market LLC and RVC Properties LLC Board Resolutions

- None
- Rochelle gave an update on the liquor license amendments application. The State is back-logged on reviewing applications. She will update the Board when she gets a response from the State.

V. 7:00-7:20 PM Update from a Department Manager

- Morgan Carrico, Category Manager did a presentation explaining his role in the co-op and the key program he oversees related to managing the purchasing for the co-op's center store, (packaged grocery, refrigerated grocery, frozen foods, and bulk).
- He gave his background on 20 years of prior natural foods management experience prior to coming to River Valley Co-op in 2021.
- Discussed pricing to be competitive while also aligning with our brand and reaching our margin goals.

- Promotional buying for special deals.
- Maintains relationships with vendors.
- Rolling out new system on making promotions more efficient
- Arranging for product sampling and vendor demos in the stores.
- Merchandising – working on NCG Core Sets, overall shelf sets, and end cap display planning.

VI. 7:20-7:30 PM Financial Update RE: BI -Rochelle

- February looks really good. We benefited from extra day in the month with 10% sales growth compared to last February. Excluding the extra day we ended February with 6.6% growth over year before. Still below budget, but continuing the trend of making our way back since last October's unexpected drop in sales growth momentum. Rochelle explained that the sales growth metric is the key focus on a daily basis because our financial sustainability is highly connected to reaching our sales growth budget. Coming in below budget is an urgent focus to address through store operations to reduce our losses and get back on track with our plan of reaching a break-even point next year.

VII. 7:30-7:40 PM B3: Asset Protection (Internal & External)

- Sarah made a motion and Emma seconded to accept internal report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.
- Board reviewed how the co-op manages the co-op's assets through management of its cash resources, store inventory and equipment, security, insurance, and maintenance.
- Going forward next year the co-op's property and liability insurance is changing from small business category to grocery store category which is much more expensive. The bids have come in lower than we expected but still significantly higher than we've previously had to pay.

VIII. 7:40-7:50 PM B8: Board Logistical Support

- Abby made a motion and Sarah seconded to accept internal report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

- Appreciate Rochelle and the staff supporting the reported procedures and processes to achieve the reported results.

IX. 7:50-8:00 PM D1: Unity of Control, D2: Accountability of the GM, D3: Delegation to the GM, D4: Monitoring GM Performance

- **D4: Monitoring GM Performance-** Reviewed and discussed results of survey.

Next steps

Action Items

- Review Survey Monkey to look at formatting for D4 Monitoring GM Performance Report Beth, Abby
- Election and Member Loan committees meet before April meeting,

Appreciations

- Meeting ending early
- Morgan's presentation
- Duke for protection of assets report

Angus moved and Barra seconded a motion to end the meeting. The motion passed unanimously with no abstentions.

REMINDERS:

- Packets goal to be completed by Thursday at 5:00 PM week before board meeting or the agenda may be changed.
- Columiate has resources for DEI and a series of webinars on financial training.

Next Executive Meeting will be April 10, 2024

Next Board Meeting will be April 24, 2024 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	Ap 23	Ma 23	Ju 23	Jul 23	Au 23	Se 23	Oc 23	N 23	De 23	Ja 24	Feb 24	Ma 24
Angus Brewer	X	X	X	X	X	X	X	X	X	X	X	X
Emma Hempstead Woebbe										X	X	X
Gary Schaefer	X	X	X	X	X	ab	X	X	X	X	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
Sarah Axe	X	X	abs	X	X	X	ab	X	X	X	X	X
Angela D’Souza	X	X	abs	abs	X	X	ab	X	X	X	X	abs
Elizabeth Appelquist	X	X	X	abs	X	X	X	X	X	ab	X	X
Barra Cohen	X	X	X	X	abs	X	X	ab	X	X	X	X

