

**Northampton Community Cooperative Market, Inc.**  
**Board of Directors Meeting Minutes In Person and on Zoom video-**  
**conference**  
**April 24, 2024 6:30- 8:30 PM**

**Board Members Present:** President Abby Getman Skillicorn, Vice President Barra Cohen, Clerk Emma Woebbe, Treasurer Elizabeth Appelquist Wendy Messerli, Angus Brewer, Angela D'Souza. Sarah Abigail Axe, Gary Schaefer

**Absent: None**

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

**Attending by Zoom:** Sarah Abigail Axe, Angela D'Souza

**Facilitator:** Jade Barker

**Zoom Host:** Executive Assistant Debbie Marshall

**Notetaker:** Board Administrator Beth Skinner

**Presiding:** President Abby Getman Skillicorn

**Meeting convened @ 6:30 PM**

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

- No members present.

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

- Abby 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 Abby seconded a motion to approve the March 27, 2024 minutes with corrections. The motion passed unanimously 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**
- Review Survey Monkey to look at formatting for D4 Monitoring GM Performance Report Beth, Abby **In Process**
- Election and Member Loan committees meet before April meeting, **Done**

## **III. 6:55-7:05 PM River Valley Market LLC and RVC Properties LLC**

### **Board Resolutions None**

- Liquor license was approved.

## **IV. 7:05-7:25 PM Debrief Board Retreat**

- Call script was very good
- Beautiful synergy of group
- Liked opening string exercise
- Practiced call script was great
- Appreciated Michael Healy's facilitation
- Liked the space

## **V. 7:25-7:35 PM B9: Emergency GM Succession**

Elizabeth made a motion and Angus 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 the depth and experience of the senior management team
- Kudos to Rochelle for maintaining a strong leadership team

## **VI. 7:35-7:45 PM C9: Electronic Communication**

- Questions relate to individual board directors
- Put in Parking Lot that there is an annual board cyber security training

## **Upcoming Tabling Events**

- Owner Drive to reach 16,000 owners by April 30. There are only 28 new owners left to go.
- 16th birthday celebration kicks off on April 26 and runs through April 30.
- April 30 from 5-7 both locations.
- May 10-11: The Big Deals! (spring sale)
- Food and music in Northampton on May 10, 4-7, or May 11, 11-2, in Easthampton.
- June Owner Week 10-17
- Strawberry Social June 13, 5:30-8 PM

**7:10 PM Angela joined the meeting.**

**7:15 PM** Angus made a motion and Abby seconded to enter Executive Session with directors and staff present The motion passed unanimously with no abstentions.

### **Executive Session**

Board hears update on Financial Condition & Analysis.

Board discusses real estate & financial issues regarding land under Northampton store.

**7:50 PM Duke entered the meeting.**

**8:22 PM Board Left Executive Session**

### **Next steps**

### **Action Items**

- At the executive session a follow up about board adherence to C9 policy **Rochelle and Abby**
- Contact Natasha and Election committee about signing up for tabling events
- Draft owner engagement letter will be emailed and if you have any additions or changes contact **Rochelle** or **Abby**
- Share Our Co-op's History Timeline Presentation Rochelle **In Process**
- Need tools of support contact Abby or Elizabeth **Ongoing**

- Review Survey Monkey to look at formatting for D4 Monitoring GM Performance Report **Beth, Abby In Process**

## **Appreciations**

- Thanks to Emma for the ice breaker.
- Great work on Member Loan campaign materials and Abby's work on loan committee.
- Cake and ice cream
- Jade's expertise on member loan training.

**8:30 PM** Abby made a motion and Emma seconded 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 May 8, 2024**

**Next Board Meeting will be May 23, 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.

- Annual board cyber security training

Director	Ma 23	Ju 23	Jul 23	Au 23	Se 23	Oc 23	No 23	De 23	Ja 24	Feb 24	Ma 24	Ap 24
Angus Brewer	X	X	X	X	X	X	X	X	X	X	X	X
Emma Woebbe								X	X	X	X	X
Gary Schaefer	X	X	X	X	ap	X	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	abs	X	X	X	ab	X	X	X	X	X	X
Angela D'Souza	X	abs	abs	X	X	ab	X	X	X	X	abs	X
Elizabeth Appelquist	X	X	abs	X	X	X	X	X	abs	X	X	X
Barra Cohen	X	X	X	abs	X	X	ab	X	X	X	X	ab

