

Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes In Person and on Zoom video-
conference
September 27, 2023 6:30- 9:12 PM

Board Members Present: President Abby Getman Skillicorn, Vice-President Alex Risley Schroeder, Clerk Barra Cohen, Treasurer, Elizabeth Appelquist, Wendy Messerli, Angus Brewer, Sarah Abigail Axe

Absent: Gary Schaefer

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

Zoom: Clerk Barra Cohen, Angela D'Souza, President Abby Getman Skillicorn

Owners on zoom: Roni Orcutt owner number 15644

Facilitator: Jade Barker

Zoom Host: Executive Assistant Debbie Marshall

Notetaker: Co-op Leadership Administrator Beth Skinner

Presiding: President Abby Getman Skillicorn

Meeting convened @ 6:30 PM

I.6:30-6:35 PM Member Comments

- Roni Orcutt introduced herself.

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

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

participate.

- Elizabeth moved and Sarah seconded a motion to approve the August 2023 minutes with corrections. The motion passed unanimously with 2 abstentions.

Action Items

- Check how many Directors have to be US Citizens and report back
Rochelle Done
- Share Our Co-op's History Timeline Presentation **Rochelle In Process**
- Going forward with the board about DEI **Abby In Process**
- Need tools of support contact **Abby or Elizabeth In Process**
- Send out CCMA slides and comments **Abby In Process**
- Doodle poll for fall road trip to coops **Beth Done**
- Past Executive Session minutes collected for approval **Beth In Process**

III. 7:00- PM River Valley Market LLC and RVC Properties LLC Board Resolutions None

7:00 PM Duke joined the meeting.

IV. 7:00- 7:10 PM National Cooperative Grocers' 2023 Participation Summary

- NCG provides co-ops with data to reduce redundancies and improve efficiencies with collective buying power to get better prices.
- NCG has a new reporting schedule and earlier benchmarks.
- NCG is owned by member co-ops, requires investment and provides governance rights.

V. 7:10-7:25 PM B2: Business Planning & Budgeting

Elizabeth made a motion and Wendy seconded to accept internal report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with 2 abstentions.

- Fiscal year is July through June.

- Finished fiscal year with a loss of a million dollars which is on budget
- Invested heavily in Easthampton store
- Adjusted multi-year plan to reflect covid, supply change and inflation
- Plans to show progress in coming year with development, customer growth and sales
- Paying attention to customer feedback and being responsive, improving store operations
- NCG negotiating buy one get one free-discount
- Continued investment in developing prepared food department
- Strategic priority to workforce development with recruiting, orientation and training
- Develop product and leverage margins

Thanks for such a thoughtful report from Rochelle, Duke, Natasha and Wendy.

VI. 7:25-7:40 PM C5-Directors' Code of Conduct, C9: Electronic Communications

- C5 and C9 will have language revisited.
- Need to explore opportunities of sharing encrypted documents and information over g-mail and google.

VII. 7:40-7:45 PM Annual Report

- Board received timeline of responsibilities and timeline for annual report.
- Natasha will send out deadlines for Annual Report.

VIII. 7:40-7:50 PM Annual Meeting Committee

- Gary and Alex will co-chair committee.
- Wendy, Natasha and Rochelle will be on the committee.
- Barra might join.
- Possible dates for annual meeting Nov 30, Dec 1 or Dec. 2.

IX. 7:50-8:00 PM Board Training Opportunities

- Extend invitation to board candidates to join CBL101
- Complete Doodle poll

8:00 PM Roni left the meeting

Break 8:00-8:10 PM

8:10 PM Angus left the meeting

X. 8:10-8:20 PM Election Committee Update

XI. 8:20-8:50 PM Executive Session

Board discussed Real Estate, Timeline of Board Education and Decision Making Regarding Northampton Land and the slate of candidates.

8:50 PM Board left Executive Session.

8:50 PM Wendy left the meeting

Abby moved and Sara seconded a motion to approve slate. The motion passed unanimously with no abstentions.

Abby moved and Alex seconded a motion to re-enter Executive Session. The motion passed unanimously with no abstentions.

XI. 8:50-9:12 PM Executive Session Personnel Issues

9:12 PM Alex moved and Sara seconded a motion to leave Executive Session
The motion passed unanimously with no abstentions.

Next Steps

Action Items Actions that will be resolved in the future or specific dates for upcoming meetings/events.

- Discuss with Nate about the potential for more secure communication for the board **Rochelle**
- Revisit language of C5 and C9 Monitoring Report and check other monitoring reports **Beth**
- Share Our Co-op's History Timeline Presentation **Rochelle**
- Going forward with the board about DEI **Abby**
- Need tools of support contact **Abby or Elizabeth**
- Send out CCMA slides and comments **Abby**
- Past Executive Session minutes collected for approval **Beth**
- Videos finished after Nov.1 **Angela**
- Arrange store tour **Angela**

Appreciations

- Time and work of election committee
- Elizabeth discussion about election process
- Sarah for discussing packet and timing
- Thanks to Alex for making checking in with candidates
- Wendy and Natasha for being on election committee
- Jade for being diplomatic
- Elizabeth's icebreaker
- Rochelle for patience and vision

9:30 PM Meeting Adjourned

Abby moved and Alex seconded a motion to end the meeting, The motion passed unanimously with no abstentions.

REMINDERS:

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

Next Executive Meeting will be Oct. 12, 2023

Next Board Meeting will be Oct. 25, 2023 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	Oc 22	No 22	De 22	Jan 23	Fe 23	Ma 23	Ap 23	Ma 23	Jun 23	Jul 23	Au 23	Sep 23
Angus Brewer	X	X	X	X	X	X	X	X	X	X	X	X
Alex Risley Schroeder	X	X	X	abs	X	X	X	X	X	X	abs	X
Gary Schaefer	X	X	X	abs	abs	X	X	X	X	X	X	abs
Abby Getman Skillicorn	X	X	X	X	X	X	X	X	X	X	X	X
Wendy Messerli	X	X	X	X	X	abs	X	X	X	X	X	X
Sarah Axe	X	X	X	X	abs	X	X	X	abs	X	X	X
Angela D’Souza	abs	X	X	X	X	X	X	X	abs	abs	X	X
Elizabeth Appelquist	X	X	X	X	X	X	X	X	X	abs	X	X
Barra Cohen	X	X	X	X	X	X	X	X	X	X	abs	X

