

Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes Zoom video-conference
Wednesday March 24, 2021 6:30- 9:00 PM

Board Members Present: President Dorian Gregory, Vice-President Abby Getman Skillicorn, Clerk Alex Risley Schroeder, Treasurer Mark Devlin, Steve Bruner, Gary Schaefer, Emily Laine, Wendy Messerli, Angus Brewer

Managers: General Manager Rochelle Prunty, Marketing Manager Natasha Latour, Finance Manager Duke Bouchard, Human Resources Manager Nicole Cowlin

Host: Executive Assistant Debbie Marshall

Absent: None

Co-op Owner: Jade Barker owner number 1202

Notetaker: Beth Skinner Co-op Leadership Administrator

Presiding: President Dorian Gregory

Meeting convened @ 6:30 PM

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

II. 6:35-6:45 PM Welcoming and Getting Started

- Ice-Breaker –

III. 6:45- 6:50 PM Agenda Review and Approve Minutes

- Dorian will do the ice-breaker in April
- Dorian moved and Mark seconded a motion to approve the February 2021 minutes.
- The motion passed unanimously with one abstention.
- Abby moved and Gary seconded a motion to approve the March 10, 2021 minutes. The motion passed unanimously with one abstention.

IV. 6:50-6:55 Action Items

- Proposal to invest in tools of support for directors **Abby and Alex Done**
- Respond to co-op owner Shawn Donovan **Rochelle Done**
- Add to jamboard google doc C: Global Governance Commitment notes from Jan. board meeting **Alex Done**
- Cori Check for all Directors **Rochelle and Alex Done**

V. River Valley Market LLC and RVC Properties LLC Board Resolutions

Dorian moved and Steve seconded to approve Easthampton River Valley Market All Alcohol Package Store License Resolution and authorize Rochelle Prunty to sign the application submitted and to execute on the LLC's behalf. The motion passed unanimously with no abstentions.

Easthampton store will sell a limited supply of locally distilled spirits.

Angus moved and Emily seconded to approve application to ABCC to change DBA and to the Licensing Authority of Northampton and to authorize Rochelle Prunty to sign application submitted and to execute on the LLC's behalf. The motion passed unanimously with no abstentions.

VI. 7:15-7:25 PM Board Policy C-I Governing Style

- Directors went into small groups to share their impressions of the document "A teaching moment for good governance reflections Mar 2021".
- Appreciated Dorian's memo
- Good to have a collective debriefing and clarity of roles
- Possible to address conflict of interest at annual retreat
- Good learning experience

VII. 7:25-7:45 PM B6 Staff Treatment

Abby moved and Alex seconded to accept B6 internal report as a demonstration of acting within board-established boundaries of executive limitations. The motion passed unanimously with no abstentions.

- Thank you to Human Resources Manager Nicole Cowlin for helping with this report. and HR's leadership role in these reported accomplishments.
- This past year has shown the co-op's ability to adapt quickly to change.
- Explanation of earned sick time, personal and vacation time
- Discussed demographics, staff diversity and Equal Opportunity Commission
- Staff Survey will be in 2022.

VIII. 7:45-8:09 PM Construction Progress Report

- Directors appreciated the detailed progress report and exciting photos
- Opening of Easthampton store will be June 14, 2021
- Goal 3,000 new co-op owners

Break 8:09- 8:19PM

IX. 8:19 PM Centering Racial Equity in Board Policies

- Directors debriefed the recent DEI Session and considered changes to the policy review process, including the creation of a Racial Equity Task Force.
- Alex and Wendy will begin to work on ideas of how to proceed with the Racial Equity Task Force.
- LaDonna will work with this committee.

X. 8:35-8:55 Annual Board Retreat

- To be held at the Easthampton store on May 22, 2021 (in person with distancing)
- Nice to have a team building challenge
- Refresher on proforma
- Discussion on racial equity and inclusion
- Clarity around roles and boundaries
- Check parking lot for ideas
- Revisit 25 year visioning strategy
- Should any managers attend?

Next Steps

Appreciations

- Dorian's memo
- Great report on staff treatment

Abby moved and Gary seconded to adjourn the meeting. The motion passed unanimously with no abstentions.

Action Items

- Proposal to invest in tools of support for directors Abby **and Alex In process**
- Ideas on how to proceed with the Racial Equity Committee for April meeting **Alex and Wendy**
- Read new CBLD field guide and see how these policies and templates are crafted Directors
- Further ideas for Annual Retreat contact **Abby**
- Work out agenda for Annual Retreat **Executive Committee**

REMINDERS:

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

- Packets need to be completed by Thursday at 5:00 PM week before board meeting or the agenda will be changed
- Reminder to look at Annual meeting charter for possible updates
- Columinate has resources for DEI and a series of webinars on financial training

Next Board Meetings will be April, 28, 2021 Zoom video-conference

Next Executive Meeting April 14, 2021 5:30-7:30 PM

Annual Retreat May 22, 2021 (in person with distancing)

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 20	Ma 20	Jun 20	July 20	Aug 20	Sep 20	Oct 20	No 20	Dec 20	Jan 20	Feb. 21	Mar 21
Steve Bruner	X	X	X	X	X	X	X	X	X	X	X	X
Dorian Gregory	X	X	X	X	X	X	X	X	X	X	X	X
Angus Brewer									abs	X	X	X
Mark Devlin	X	X	X	X	X	X	X	X	X	X	X	X
Alex Risley Schroeder	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	X
Emily Laine	X	X	X	X	X	abs	X	X	X	X	X	X
Abby Getman Skillicorn	X	X	X	X	abs	X	X	X	X	X	X	X
Wendy Messerli	X	X	X	X	X	X	X	X	X	X	X	X