

Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes Zoom video-conference
Wednesday July 24, 2020 6:30- 9:10 PM

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

Managers: General Manager Rochelle Prunty, Marketing Manager Natasha Latour, Duke Bouchard

Co-op Owners: Elizabeth Appelquist, owner number 6134, Jeff Greim owner number 9164

Host: Executive Assistant Debbie Marshall

Absent: Treasurer Jacquie Fraser

Notetaker: Beth Skinner Co-op Leadership Administrator

Presiding: President Dorian Gregory

Meeting convened @ 6:30 PM

I. 6:30 PM Owner comments

II. 6:35 6:50 PM Agenda Review and Approve Minutes

- Alex will do the ice-breaker in August
- Steve moved and Mark seconded a motion to approve the June 2020 minutes. The motion passed unanimously with one abstention.

III. 6:50-6:55 PM Action Items

- Approve Executive Minutes from the February board meeting **In Process**
- Diversity, Inclusion, Equity, building on your own IDP Plan **Directors Done**
- Ordering books for Directors for IDI development **Jacquie Done**
- E-mail member-owner list for possible board candidates **Mark Done**
- Easthampton outreach for board candidates **Dorian and Alex Done**
- Put parking lot reminders in Google Drive Working Documents **Beth Done**

IV. 6:55 PM River Valley Market LLC and RVC Properties LLC Board Resolutions
None

V. 6:55-7:35 PM Board Holism: Speaking with One Voice Michael Healy

Issues discussed:

- Importance of Directors standing behind board decisions
- Clarity around speaking as a board member and as an individual
- Importance of confidentiality concerning legal and fiduciary concerns
- Obligation of board members to understand River Valley Co-op's Code of Ethical Conduct
- President speaks for the Board and GM speaks for the co-op
- Use of agreed upon board talking points

VI. 7:35-8:00 PM Diversity, Inclusion and Equity

- Strategic thinking for next steps and timeline
- Need to schedule the 3rd and 4th sessions with LaDonna
- Proposal from Dorian on how the board can continue work on Diversity Equity and Inclusion worksheets when reviewing monitoring reports
- Directors continue building on their own IDP Plan

Break 8:00-8:10 PM

VII. 8:10-8:20 PM B5: Treatment of Consumers

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

- Very nuanced report with a wealth of data-thanks to staff for report
- Appreciate the safety measures in place for customers
- Discussion of collecting survey data
- Developing customer feedback with a new Point of Sale software

VII. 8:20-8:30 Annual Meeting

- Annual Meeting Committee (Emily, Natasha, Rochelle and Wendy) will update board in September
- Discussion of Zoom meeting possibilities - videos of local artists and musicians, group singing, and Easthampton store progress
- Information on local Native American site
- Incentive (fun game or quiz for people who show up early)

VIII. 8:30-8:45 PM Election

- Board Directors decided to do short videos of why they serve and send them to Natasha by July 29, 2020
- Election committee will e-mail video script
- Thanks to Mark, Abby and Natasha for the video pilot

IX. 8:45- 8:50 PM Construction of Second Store Progress

- Thanks to Rochelle for updates and keeping the board aware of progress
- Prepared food department redesigned because of Covid (no self-service in salad and hot bar)
- HVAC in new store-improved air quality
- Timeline and budget are still on track
- Soon to pour concrete
- Working with Eversource on solar project and will have a press release
- Meetings about outside seating area, Captain Jacks and landscaping
- Thinking about curbside pickup
- Staff is still receiving hazard pay
- New Point of Sales system will make curbside pickup easier and better in ordering, payment and take-out

Next Steps

Action Items

- Proposal for how to use Diversity Equity and Inclusion worksheets when reviewing monitoring reports **Dorian**
- Diversity, Inclusion, Equity ongoing self-study **Directors**
- Doodle poll for third Diversity, Equity and Inclusion session with LaDonna Sanders-Redmond, Consultant, Columinate **Beth**
- E-mail video script to Directors **Election Committee**
- Send Natasha three or four short video clips by Wednesday July 29, 2020 **Directors**
- Annual Meeting update for September Board Meeting **Annual Meeting Committee**

Appreciations

9:10 PM Dorian moved to adjourn the meeting and Steve seconded. The motion passed unanimously with no abstentions.

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

Next Board Meeting August 26, 2020 Zoom video-conference

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	Aug 19	Sep 19	Oct 19	No 19	Dec 19	Jan 20	Feb 20	Ma 20	Apr 20	May 20	Jun 20	July 20
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
Jacque Fraser	X	X	X	X	X	X	X	X	X	abs	X	abs
Mark Devlin	X	X	X	X	X	X	X	X	X	X	X	X
Alex Risley Schroeder	X	X	X	X	X	X	abs	X	X	X	X	X
Gary Schaefer	X	X	abs	X	X	X	abs	X	X	X	X	X
Emily Laine	X	X	X	X	X	X	X	X	X	X	abs	X
Abby Getman Skillicorn					X	X	X	X	X	X	X	X
Wendy Messerli					X	X	X	X	X	X	X	X