

Northampton Community Cooperative Market, Inc.
Board of Directors Meeting Minutes In Person and on Zoom video-conference
January 25, 2023 6:30- 9:00 PM

Board Members Present: President Abby Getman Skillicorn, Treasurer Elizabeth Appelquist, Wendy Messerli, Angus Brewer, Angela D'Souza, Barra Cohen, Sarah Abigail Axe

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

Absent: Vice-President Alex Risley Schroeder, Clerk Gary Schaefer

Facilitator: Jade Barker

Zoom Host: Executive Assistant Debbie Marshall

Notetaker: Beth Skinner Co-op Leadership Administrator

Presiding: President Abby Getman Skillicorn

Guests: Peggy Klineman owner number 7815

Meeting convened @ 6:30 PM

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

II. 6:35 6:40 PM Agenda Review and Approve Minutes

- Angela will do the ice-breaker for the February meeting.
- Sarah moved and Angus seconded a motion to approve the December 2022 minutes. The motion passed unanimously with no abstentions.

II. 6:55- 7:00 PM Action Items

- Need tools of support contact **In Process Abby** or **Elizabeth**
- Add corrected minutes to RVC website **In Process Beth**
- Interested in tabling at upcoming coop events contact **In Process Natasha**
- Send out Description of Officers Roles **Done Beth**
- Send Out Results of Retreat dates **Done Beth**
- Put in parking lot to review monitoring dates for board policies **Done Beth**

River Valley Market LLC and RVC Properties LLC Board Resolutions None

III. 7:00-7:10 PM Election of Officers

Board Slate

- President Abby Getman Skillicorn, Treasurer Elizabeth Appelquist, Clerk Barra Cohen
- Angela moved and Abby seconded a motion to approve the slate. The motion passed unanimously with no abstentions.

IV. 7:10-7:25 PM Code of Conduct and Conflict of Interest

- Move to sign Code of Conduct at the December board meeting rather than January
- Sign Code of Conduct at or before February board meeting with edits (checking e-mail twice a week and change to River Valley Co-op)
- Directors read aloud Code of Conduct
- If not present at February meeting mail or e-mail Code of Conduct to Debbie

V. 7:25-7:35 PM B7: Management Communication to the Board

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

- Rochelle and team take this policy seriously with details and transparency enabling the board in decision making.

VI. 7:35-7:55 PM Spring Retreat Finalized

- Board retreat May 7, 9:30-3:00 PM
- Abby offered a jam board for possible retreat locations and topics
- Update at the February board meeting on retreat plans
- Discussed board trainings and development through Columinate
- CCMA will be in June in Sacramento need to figure out who is attending and if there is an opportunity to do a board presentation

Break 7:55-8:05 PM

VII. 8:05-8:20 C1: Governing Style, C2: Board Job, C3: Agenda Planning, C4: Board Meetings

- Spend more time in strategic planning
- Important for the board to have diverse opinions and time for discussion

- Review Roberts Rules of Order

Abby moved and Elizabeth seconded to go into Executive session.

8:20 PM Peggy Klineman left the meeting

VII. 8:20-8:40 PM Executive Session: Confidential Business Negotiations

Next Steps

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

- Maybe sign Code of Conduct at the December board meeting rather than January
- Sign Code of Conduct at or before February board meeting with edits **Directors**
- If not present at February meeting mail or e-mail to Debbie **Directors**
- Make sure all directors are receiving the Columinate trainings **Beth**
- Figure out who is going to CCMA and opportunities for RVC board presentation at CCMA **Directors**
- Abby will follow up with Peggy about the board meeting

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

9:00 PM Meeting Adjourned.

REMINDERS:

- 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 Executive Meeting will be February 8, 2023

Next Board Meeting will be February 22, 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	Feb 22	Mar 22	Ap 22	Ma 22	Jun 22	July 22	Aug 22	Sep 22	Oct 22	No 22	Dec 22	Jan 23
Angus Brewer	X	X	X	X	X	X	X	X	X	X	X	X
Alex Risley Schroeder	X	X	X	X	abs	X	X	X	X	X	X	abs
Gary Schaefer	abs	X	X	X	X	X	X	abs	X	X	X	abs
Abby Getman Skillicorn	X	X	X	abs	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	X	abs	X	X	X	X	X
Angela D'Souza	X	X	X	X	X	X	X	X	abs	X	X	X
Elizabeth Appelquist	X	X	X	X	X	X	X	X	X	X	X	X
Barra Cohen	X	X	X	X	X	X	abs	X	X	X	X	X