

**Springfield Food Co-op
Board of Directors Meeting
May 27, 2021**

Directors Present: Sarah, Jane, John, Jack, Brooke, Steve
Ex Officio: Neomi
Recording Secretary: Ali
Guests: Gail, Lisa, Ashley, Aminah, Hilarie, Lee

Call to order: 6:06

Accept minutes with minor change: Jane/Sarah 6:15

Neomi change for the minutes: present: board, ex officio, guests

GM: Ends-Report is due in May. Neomi has asked that the board allow her to acknowledge the report in October, due to expansion, move and CoVid.

NCG update: Typically meet with NCG General Managers for a week long conference this time of year. This year there were two five-hour virtual sessions. The focus was DEI.

Quarterly calls have been available for department heads and have proven to be very valuable for the management team.

CE Pugh is the CEO, inspirational. He has thanked us for being nimble and doing this difficult work, and encourages co-ops to invest in the future- which we are doing!

Looking forward to working with local farmers, and vendors.

NCG is supporting us in a huge way, with in person support prior to and after opening.

GM FYI 6:25

CoVid Pandemic continues to have an impact.

21 new members in May!

Community is engaged and appreciative.

New staff: Renee in FE, Letty in the deli

Sales up! As compared to last year when we were affected by the pandemic and were curbside only.

Sales to members in the 70 % range.

Prepared Foods cooler went down in April. Had to put \$ into it and will be bringing it to 6 Main

Many balls in the air beer/wine, zoning permit etc

PPP loan preliminary approval for forgiveness.

WSR breakdown (6:30)

Operational document utilized by managers, will share with the board on a quarterly basis. CoVid affected sales, WSR reflects that. Huge growth now. Jane wonders about a 3 year view for clarity. Neomi states the WSR is an operational tool, while the P & L would be utilized for that purpose.

John asks about staffing. HR and Grocery Manager are key positions that are still unfilled. There is a plan in place in the interim.

Grocery shelves at 6 Main have been built and filled. (View the expansion update photos on the website).

We're grateful for the past and continued help from NCG and UNFI. Brattleboro Grocery Manager also helped build and fill shelves!

Steve reiterates appreciation for the help- they have put in an incredible amount of time and effort.

Board Monitoring (6:44)

C: Global Governance Commitment:
4.7

D: Global Board Management Connection
4.0

Board Business:

Columinate Consultant gives access to classes on a wide variety of topics. Typically they are afternoon classes with recordings available. This is a service we pay for and should utilize. Please look at the events page and sign up.

Annual Meeting June 23rd Annual Meeting held virtually at 6pm.

Newsletter was sent with downloadable ballot.
Hannah will be able to put this in the newsletter, RSVP through website.
We'll send a postcard for those who do not wish to receive electronic notifications.
Ballot box in the new store after opening
Deadline for returning ballots? Can be counted at the meeting, or push voting a few days after the meeting.

Postcard design needs to be finalized. Jane will help Sarah.

Contact sheet with seats available: 3 seats available (2-2year terms, 1-1year term), Sarah, John and Jack running (Jack has not been voted in). 3 available. We can appoint a 4th after the Annual Meeting.

Will and John working on the powerpoint presentation. Will be similar to last year. John plans to take photos of the new store from same angles as photos taken prior to construction.

Steve will speak as the treasurer.

Expansion Update:

Steve would be happy to spend time with potential board members on finances, expansion history etc. Email Steve or Sarah.

Budget numbers coming in very close, money in bank remains unspent and earmarked for contingencies. There are committed loans that we have not finalized.

Generally on schedule. The subcontractors have been great, working well together. This has been a very community oriented project.

The co-op closes on the 29th. Neomi is in the new store everyday. People are visiting daily!

Couldn't be more pleased. Financials to go out to board members with income/expenses in the next week.

Neomi: we will open, not everything will be done, the list is enormous.

Inventory sale to sell down backstock. This works against our norm-we love to make the store look beautiful and stocked!

Discussion of board goals.

What should the new board be working toward? Should we have a list of 3 priorities on which to work? Some ideas: understanding financials, collaboration. More discussion needed.

Steve: focus on growth, growing in our community, supporting Neomi to be able to hire and train folks to take some tasks off from her.

Jack: agrees and asks what our vision is as a board. Focus should be to work with GM and staff to make visions come true. So much is happening, but it's important to get back to what our vision is for our co-op.

Marilyn Scholl would like an in person non-formal meeting to help identify our vision, who we are

as a board and team.

Brooke encourages us to ensure work is done on committees and that everyone is playing an active role, workload is split and each board member is engaged. Board should take advantage of available training. Systems should be put in place so work gets done in a timely manner. What systems can be built to ensure the board keeps going despite turnover?

Neomi points out the importance of understanding and honoring the co-op history and to revisit tools that have worked in the past.

Resources and next steps to consider:

Video "What is a co-op?"

Mission or vision statement for the board
(craft with Marilyn)

John: reiterates that the co-op will be closing 5/29 with goal of reopening on 6/9.

Neomi writes a timeline and schedule daily.

6/5 and 6/6 closed

6/7 and 6/8 "push days"

Steve motions to close the meeting. Brooke seconds at 7:31.

