

BOARD OF DIRECTORS MEETING

Springfield Food Co-op

December 6, 2023

6:00 - 7:30 pm

Meeting Held via zoom

Directors Present: Jack Hurley (President), Lee Trapeni (Secretary), Will Mitchell (Treasurer), Sarah Bolaski, Michael Huffmyer, Renee Nied

Ex-Officio: - Ian Rose (General Manager)

Guests: - Jessica Towle (Staff), Nevin Taylor (guest), Lisa Galipeau (staff)

Minute Taker: Lee Trapeni

Board Agenda

Meeting called to order at 6:04 by Jack

6:00 – 6:15 Co-op Stories- What is your favorite Holiday tradition?

- Sarah- Christmas tree permit from National Forest, Lee- watch Love Actually and see the luminary in Westminster, Michael- amazing carrot cake at families Thanksgiving, Will-Thanksgiving with family-working on deep fried turkey, Ian- hanging with kids-celebrate his birthday on Christmas, Renee- gifting between Thanksgiving and New Years, Jack-family together on Christmas eve,

6:15 – 06:20 Approve Minutes from October 2023 Meeting:

- Will noted that he joined late and wanted to make sure he was listed which he was
- Sarah made a motion to approve the minutes Mike seconded
- All Approved

06:20 - 06:40 GM Monitoring

- Jack started with the board decision tree
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- B7: Board Communication
 - The General manager shall not allow the Board to be uninformed or unsupported in its work
 - Ian stated that there was no change since last B7 and communication is clear
 - Only change was to add Michael Healey as the Columinate support
 - Sarah made a motion and Renee seconded
 - All Approved
- B8: Board Support
 - The General Manager will not allow the Board to have inadequate logistical support

- Ian stated that he would not be in compliance on point 1 based on not providing the notetaker for the meetings, bargaining agreement and staffing requirement is difficult and this is outside of normal staffing hours
 - We have put out a request for a volunteer from the membership
 - Jack mentioned an incentive to help find potential suitors perhaps \$25 or \$30 gift card- Sarah supported \$30- Renee pointed out the extra work that is needed to get notes started and compiled so maybe \$35. All Supported \$35 coming out of Board Budget
 - **Sarah stated that she would reach out to some members that she knows in town and report back**
 - **If no members are interested Ian will continue asking staff**
- Ian stated that point 2 would not be in compliance given that there are issues with access to internal website and updating minutes on website
 - Ian stated that there would be improvements with new website which is under construction soon
 - Ian asked where minutes are kept and Sarah explained past process
 - **Jack asked if Mike could send along October minutes to Ali in order to post on website**
- Ian stated that on point 3 he needed clarity on who has policy registers and bylaws
 - Given that the majority of the data is currently stored on the drive we will update and make those available
 - It was clarified that there are 2 separate drives and Ian did not have access to drive that we are talking about.
 - **Sarah and Michael will share select drives with Ian**
- Point 4- without an actual board board there was no way to do this
 - Ian stated that there is a digital version and all can be added to website or FB, or by email, whatever works best
 - Overall the question is who is responsible for updating this information
 - Renee asked if it is necessary to have an agenda shared in advance of meeting
- Point 5 Ian was unsure if this was the documents stored in the locked file cabinet at the garage
 - Sarah stated that the last time she accessed that file it was a code
 - **Renee made a motion to remove this from the register and all agreed**
- Jack asked if we wanted to accept this as in compliance with notes on issues needing to be addressed? Sarah made a motion to accept B8 subject to action items listed above being completed and Jack seconded and all approved
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- GM FYI
 - October and November saw 37 new members bring the total to 3338
 - 1 new staff deli manager Veronica
 - Sales up 1.3%
 - Sales to our members were \$411,558 or 69.47%.
 - Our basket size averaged \$31.35 (down from \$31.79 previous year)
 - Our average daily sales were \$10,076 (up from \$9948 previous year)
 - Fun fact, our members spend an average of \$8 more per transaction than non-members
 - Our average transaction count per day was 321 (up from 312 previous year)
 - New gift area shelving being built out of old shelves from old store

- Thanksgiving was hectic with supplier hiccups
- Process and systems improvements continue to be a point of focus.
- Ongoing focus on addressing shoplifting and theft- Ian has met with town manager and police chief- Ian is hoping to address root causes of the theft

06:40 – 06:55 BOD Self-Monitoring:

- C6: Directors Code Of Conduct
 - We each commit ourselves to ethical, businesslike and lawful conduct
 - We would be rating ourselves on the old C6 until we codify the revised C6 through member vote
 - Jack put forward a 3 and Sarah put a 3.5 Renee said a null vote felt like a better move given the confusion
 - We look forward to scoring in the future with a codified C6

06:55 – 07:25 Board Business

- Review of Board Retreat
 - Overall good meeting
 - Will missed reviewing the goals at the end of the meeting
- Propose addition to Policy Register - Board Process, C10 - Employee Complaints to the Board
 - Jack put together this policy for review
 - Sarah pointed out that new incoming presidents will need to be aware that they will be the point of contact
 - Renee asked that we define the regular staff satisfaction surveys on number 5
 - Ian stated that the normal process was an annual survey
 - Jack made a motion to accept C10 Renee seconded
 - All approved
- Additions to Board Calendar?
 - Make additions to contact sheet in July after new members join
- GM evaluation
 - Needs to get started Sarah put together a template to guide the process
 - Jack wants to meet with other officers in the first weeks of January and will send some invites
- Board Development Committee report
 - Sarah has been working on packet for onboarding new members
 - Ian will connect Sarah with developers when new website is being built
- Member Engagement Committee report
 - Member appreciation day was the main event this last year
 - Other ideas shared on how to connect with members and community
 - Chamber of Commerce member mixer December 13th from 5:30-7pm at The Hartness House RSVP to alice@springfieldvt.com
- Staff Appreciation - Holiday Cookies/Snacks ?
 - How do you we honor staff ?

- Can we make a dozen cookies each and bring them in on the 20th?
- Each board member will make a dozen cookies and list ingredients to share with all!
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7:25 - 7:30 Columinate class Offerings

- Gender Equity Project: Addressing Manager Pay Equity in Co-ops, Tuesday January 9,
- 6:00-7:30
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7:30 Next meetings: Wednesdays, January 24th (in person), February 28th, March 27th, April 24th (in person)

Motion to adjourn Meeting by Sarah at 7:56 pm seconded by Jack-approved by all