



CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS

BOARD MEETING MINUTES

Wednesday, November 20, 2019, 5:30 PM, Nature Conservancy, Concord, NH

Cathy Menard, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 5:28 PM.

Attending: Cathy Menard, Jim McConaha, Pete Engel, Krista Helmboldt, Traci Komorek, Chuck Gilboy, Gary Janinda and Finis Williams. Staff: Adam Orcutt (Store Manager), Pete Deleault (Controller), and Melanie Waldvogel (Board Administrator).

POLICY GOVERNANCE B1: FINANCIAL CONDITION

Pete Deleault presented the first quarter financial report. The first quarter typically results in a net loss. Audit fees appear over budget but will even out over the year (a timing difference). Significant factors include:

1. Canterbury Shaker Village took their lunch menu in-house, reducing sales by about \$20k.
2. The New London store continues to grow, with sales growth of 14% over last quarter.
3. Personnel expenses are higher in New London due to a full-time HABA position replacing a part-time position.
4. A refrigeration unit was replaced in New London.
5. Customer counts were up in the Concord store, which the staff intend to capitalize on with a goal of increasing basket size.
6. Flatter sales growth is consistent with what co-ops across the nation are experiencing.

BOARD VOTE: Accept Policy B1: Financial Condition as submitted.

(Motion by Finis Williams, seconded by Gary Janinda, approved unanimously).

SLATE OF OFFICERS

The Board was presented with the following slate:

President: Cathy Menard
Vice-President: Pete Engel
Secretary: Jim McConaha
Treasurer: Chuck Gilboy

BOARD VOTE: Accept the 2019-2020 slate of officers as submitted.

(Motion by Finis Williams, seconded by Krista Helmboldt, approved unanimously).

All Board members will be serving on various Committees and Committee Assignments.

BOARD VOTE: Accept Committee and Project Assignments for 2019-2020 as amended.

(Motion by Finis Williams, seconded by Jim McConaha, approved unanimously).

CONFLICT OF INTEREST

Every board member has a signed conflict of interest on file. After discussion of possible conflicts, the Board determined that we are not aware of any conflicts that currently exist.

HOT BAR

A perception exists among some members that the hot bar is all organic. Adam Orcutt noted that the hot bar was never intended to be organic; it would not be feasible due to cost. Organic dishes and ingredients on the hot bar are labeled.

The Co-op's Produce Department is 100% organic, and proudly advertised as such. Organic products are labeled throughout the store.

ROUND IT UP NOMINEES

The 2020 Round It Up Partners were announced. To select future Round-it-up nominees, Jim McConaha recommended using the Co-op's criteria for selecting Community Partners:

- * Organization should be a charitable not-for-profit
- * Efforts should be focused locally in New Hampshire
- * Organization should be socially and environmentally responsible
- * Organization should do work that is complementary to the Co-op's mission
- * Organization should have a non-political and secular mission

HOLIDAYS AT THE CO-OP

The Board members added their names to a schedule for bagging groceries at the Co-op over the Thanksgiving and December holidays. Board members are encouraged to give any additional available times to Adam.

BOARD VOTE: Approve the Ends Report as submitted at the Board Retreat.

(Motion by Jim McConaha, seconded by Gary Janinda; approved unanimously).

BOARD VOTE: Approve the FY2019 Audit Report as submitted at the Board Retreat.

(Motion by Finis Williams, seconded by Chuck Gilboy; approved unanimously).

BOARD VOTE: Approve the August 21, 2019 minutes as submitted.

(Motion by Krista Helmboldt, seconded by Finis Williams; approved unanimously).

BOARD VOTE: Enter Executive session at 7:15pm.

(Motion by Jim McConaha, seconded by Finis Williams; approved unanimously).

BOARD VOTE: Exit Executive session at 8:10pm.

(Motion by Finis Williams, seconded by Krista Helmboldt; approved unanimously).

BOARD VOTE: Motion to Adjourn at 8:13pm.

(Motion by Chuck Gilboy, seconded by Peter Engel; approved unanimously).

The meeting adjourned at 8:15pm. The next board meeting is scheduled for Wednesday, 1/15/20 at 5:30 pm at the Nature Conservancy.