



CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS

BOARD MEETING MINUTES, Wednesday, June 17, 2020, 4PM, via Zoom Conference

Cathy Menard, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 4 PM. **Attending:** Cathy Menard, Pete Engel, Krista Helmboldt, Traci Komorek, Tracie Sponenberg, and Chuck Gilboy. **Staff:** Chris Gilbert (General Manager) and Melanie Waldvogel (Board Administrator).

GENERAL MANAGER'S UPDATE

Chris Gilbert reported that sales for May were down by only (6%) in Concord, but up by 40% in New London; combining both locations, sales decreased (1.5%) from last year. On a year-to-date basis for the 11 months ending May 31st, sale increased 3.25% over last year. This is significant considering kitchen and bakery sales usually make up 17% of sales. The kitchen and bakery have combined to a Food Services Department. Chris participated in a conference call with Dr. Benjamin Chan, NH State Epidemiologist, who advised that the self-serve hot bar will not be able to re-open soon. Other updates included:

- Membership continues to grow in both locations.
- Curbside orders average 150 per week.
- Rosie online sales will be returning the second week of July.
- The Sushi department has reopened.
- Bathrooms continue to be professionally sanitized and the store is sanitized every two hours daily.
- Store hours will remain the same in Concord (closing at 6pm) and return to normal in New London.

FINANCIAL CONDITION FY2020 Q3 (B1)

Chris noted that reduced customer count and increased basket size at the Co-op are in line with national trends for co-ops reported by National Co-op Grocer (NCG) during FY2020 3rd quarter.

Under the very welcome expansion of the Paycheck Protection Program (PPP) the covered period can be increased from 8 to 24 weeks so that the entire loan amount can qualify for forgiveness, i.e. convert to a grant.

BOARD VOTE: Approve of B1: Financial Condition FY2020 Q3 as submitted.

(Motion by Krista Helmboldt, seconded by Pete Engel; approved unanimously).

PLANNING AND BUDGETING (B2)

The 10% hazard pay increase will remain for all employees!

BOARD VOTE: Approve of B2: Planning and Financial Budgeting as submitted.

(Motion by Krista Helmboldt, seconded by Pete Engel; approved unanimously).

POLICY MONITORING AND STAFF SURVEY

The planning team worked with Michael Healy of Columinate and decided to suspend the majority of monitoring reports until conditions are stable, to allow the General Manager to focus

attention where it is needed most. Financial monitoring will continue as usual quarterly. The interrupted staff survey will be revisited in the fall. In the meantime, Co-op managers are attentive to making sure that everyone feels safe and supported.

DIVERSITY, INCLUSION & BELONGING

Krista Helmboldt brought up the issues of racial equity which have led to protests around the country. Co-op members have also written to the board. It feels more important than ever to be a positive part of the change that is so desperately needed. Tracie Sponenberg spoke of an emerging concern about a sense of belonging for people of color.

“Diversity is a fact, inclusion is a behavior but belonging is the emotional outcome that people want in their organization.” (Christine Garofalo)

We will give consideration to these issues and the role of the Co-op to help create racial equity at our next meeting and when planning the October board retreat.

BOARD VOTE: Approve of the May 7th, 2020 minutes as submitted.

(Motion by Tracie Sponenberg, seconded by Krista Helmboldt; approved unanimously).

The Board went into Executive session at 5:05PM and adjourned at 5:25PM.
The next meeting is scheduled for Wednesday, July 15th at 4PM.