



# CONCORD FOOD COOPERATIVE

## BOARD OF DIRECTORS BOARD MEETING MINUTES,

Wednesday, August 17<sup>th</sup>, 2022, 4:30PM

Hotel Concord, Concord NH and Zoom

Jaran Blessing, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 4:30 PM. **Attending in person:** Jaran Blessing, Pete Engel, Finis Williams, Cathy Menard, Chris Gilbert (General Manager), Daniel Broussard (Service Leader), and Melanie Waldvogel (Board Administrator). **Attending remotely:** Krista Helmboldt and Chuck Gilboy. Board quorum is met (6 out of 9 present).

### POLICY GOVERNANCE

#### Policy Governance B1: Financial Condition

Chris outlined the FY2022 Q4 update report, including key financial and operational indicators, and answered all Board member questions. The report is in compliance, except for 1.1 and 1.2. Sales are down overall, and especially in July due to people on vacation. Increased utilities, poor traffic flow during Market Days and lower sales led to negative income in Q4. Members and shoppers are typically buying less items, spending less and making some purchases in other stores. Food costs continue to rise in these extraordinary times (for example: turkey costs will be increasing by \$0.60/lb this Thanksgiving). Chris and his staff continue to source ideas to bring members in and help them save, and membership numbers continue to increase.

**BOARD VOTE: Approve Policy Governance B1: Financial Condition as submitted.**

*(Motion by Cathy Menard, seconded by Finis Williams; approved unanimously).*

#### Policy Governance B4: Membership Rights and Responsibilities

Chris reported that membership relations remain strong, with quarterly updates, annual meetings and reports, in-person and online wellness classes and an increased presence online.

**BOARD VOTE: Approve Policy Governance B4: Membership Rights and Responsibilities as submitted.**

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

### GENERAL MANAGER REPORT

Chris reported a construction request for a restaurant and office space renovation for the property next door. Sales are down in Concord but up in New London, which indicates people are traveling again. The Co-op has continued to participate in community events, such as the CCEH BBQ fest, and smaller farms are bringing their products and produce to the co-op. Double up and EBT (low income) programs continue to grow, along with catering orders. New ideas are being generated through conferences, co-op visits and fresh ideas and faces at the front end of the store. Chris continues to work with the HR consultant weekly. The employee handbook has been rewritten, updated job descriptions are nearly complete, and future staff trainings are planned. A part-time HR specialist for benefits and on-boarding position will be available. Café tables, along with the sense of community they bring, have returned.

### BOARD RETREAT PLANNING

Jaran communicated that the board will focus on Justice/Equity/Diversity and Inclusion work during the retreat, as well as long-term financial and liability planning. Finis suggested that Michael Healy should present about best practices in co-op's around the country, including: food service, new innovations, successful and profitable ideas, inclusivity outreach, resource guidance and how to help the Board be their best.

### BOARD LETTER TO MEMBERS TOPIC GENERATION

Chuck will write the letter thanking Finis for his many years of board service and welcoming the new board member, which will also focus on the hot bar and café and local farmers.

**ANNUAL MEETING UPDATE**

Generations Farm will host the co-op on Saturday, September 17 from 12-3pm.

***BOARD VOTE: Approve the July 20, 2022 minutes as amended.***

*(Motion by Finis Williams, seconded by Pete Engel; approved unanimously).*

The Board adjourned at 5:51 PM. The next meetings will be the Annual Meeting (September 17, 2022), the Board Retreat (October 1, 2022) and the Board meeting Wednesday, October 19, 2022, 4:30pm.