



CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS BOARD MEETING MINUTES,

Tuesday, January 17, 2023 5PM

Hotel Concord, Concord NH and Zoom

Jaran Blessing, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 5:06 PM. **Attending in person:** Jaran Blessing, Pete Engel, Katherine Leswing, Cathy Menard, Tracie Sponenberg, Chuck Gilboy, Krista Helmboldt, James Stever (Guest), Chris Gilbert (General Manager) and Melanie Waldvogel (Board Administrator). **Attending remotely:** Alisa Barnard. Board quorum is met (8 out of 8 present).

GENERATION FARM

James Stever, potential interim Board candidate, was introduced to the Board, and told the Board a bit about himself and Generation Farm. The Concord Co-op was the first place to carry Generation Farm's amazing greens. As a local farm, 95% of their sales are NH based. James feels co-ops are vital to the local economy, and very beneficial to small farms.

POLICY GOVERNANCE B7: COMMUNICATION TO THE BOARD

BOARD VOTE: Accept the B7: Communication to the Board report as submitted. (Motion by Chuck Gilboy, seconded by Cathy Menard; accepted unanimous)

GENERAL MANAGER'S REPORT

Chris Gilbert updated the Board on the December 23rd power outage in Concord; Despite the hours of outage, the dairy case only sustained an \$1,800 loss overall. Emergency lighting, the router and back-ups all functioned optimally, and POS system issues from the outage were resolved quickly. Despite a recent Covid outbreak amongst the staff in New London, the store sales remained strong, and staff recovered quickly.

Chris answered all Board member questions regarding his report. Some highlights included:

- Shoppers are buying fewer items and less expensive versions of items. Chris will continue to monitor possible reasons and corrective actions.
- Chris will add food service retail sales numbers to the future GM reports so Board members can monitor the progress of the hot bar, catering, and the bakery.
- Chris cited the need for extra help in the kitchen to have the hot bar and prepared salads fully functional. The Board will continue to discuss the long-term viability of food service, and how pre-packaged and grab and go now may be more popular.
- The remaining Employee Retention Credit funds have been received by the Coop. Chris will continue to look into available state grants where applicable.

POLICY GOVERNANCE B6: STAFF TREATMENT AND COMPENSATION

Chris summarized the 2022 staff survey results for the Board. 77% of staff participated in the August 2022 survey. The three main issues are: 1) Pay, 2) Need of Human Resources, 3) Maintenance issues. Maintenance issues have been largely addressed, and the Coop now has an in-house and out-sourced consultant hybrid Human Resource program. Pay continues to be addressed, with a living wage as the goal. Chris and Gayle (HR consultant) continue to review compensation levels, and conduct research on salary and hourly rates from other co-ops, grocery stores, retail, and government sites for benchmarks. Notably, the benefits already provided were listed as important to staff, along with the welcoming, safe and accepting staff and culture. Chris is developing a plan to share the results of the survey with staff, and to highlight the value of their input.

BOARD VOTE: Accept the B6: Staff Treatment and Compensation report as submitted.

(Motion by Cathy Menard, seconded by Jaran Blessing; accepted unanimous)

ELECTION OF 2023 BOARD OFFICERS

Slate of Officers for 2023

President: Jaran Blessing

Vice-President: Katherine Leswing

Treasurer: Pete Engel

Secretary: Alisa Barnard

BOARD VOTE: Accept 2023 proposed slate of officers as submitted.

(Motion by Cathy Menard, seconded by Krista Helmboldt; accepted unanimously).

BOARD COMMITTEE RESPONSIBILITIES AND ASSIGNMENTS

Jaran requested that all Board members consider participating in their choice of available Board committees, and to let their interests be known by next month's Board meeting.

BOARD VOTE: Approve the November 16, 2022 minutes as submitted.

(Motion by Krista Helmboldt, seconded by Katherine Leswing; approved unanimously).

The Board adjourned from regular session at 6:40 PM. (Motion by Jaran Blessing, seconded by Katherine Leswing)

BOARD VOTE: Enter Executive Session at 6:40 PM.

(Motion by Cathy Menard, seconded by Jaran Blessing, unanimously approved)

BOARD VOTE: Exit Executive Session at 6:55 PM and adjourn.

(motion by Jaran Blessing, seconded by Krista Helmboldt, unanimously approved)

The next Board meeting will be Tuesday February 21, 2023, at 5:00 PM, at The Hotel Concord.