

## Concord Food Co-op Board Meeting

October 15, 2024 – 5:00 to 7:00 pm

The Hotel Concord 3rd Floor Conference Room

([Zoom Link](#) passcode 03301)

<b>Facilitator:</b>	Shawn Menard	<b>Note taker:</b>	Melanie Waldvogel
<b>Participants</b>	Board members, Josh Belanger (Interim General Manager), Erin Strafford (Auditor), Interested Staff; All Co-op Members are welcome to attend Board meetings.		
<b>Highlighted Topics</b>	<ul style="list-style-type: none"> <li>• Financial Audit Review</li> <li>• 2 months of GM report discussion</li> </ul>		
<b>Desired Outcomes</b>	<b>Desired Outcomes for this meeting:</b> <ul style="list-style-type: none"> <li>• Shared understanding of financial challenges and progress</li> <li>• Shared understanding of training and development of GM</li> </ul>		

<i>Time</i>	<i>Topic</i>	<i>Documents</i>	<i>Action</i>	<i>Leader</i>
	<b>Preliminaries</b>			
5:00 - 5:05	Agenda Review / Open Member Time	Agenda	Decide	Shawn
5:05 - 5:10	Review and approve last meeting's minutes	<a href="#">Draft minutes</a>	Decide	Joe
	<b>Self Monitoring</b>			
5:10 - 5:35	Auditor's Report Presentation	<a href="#">Auditor's Report</a>	Discuss	Erin
5:35 - 5:50	Current Financial Overview		Discuss	Pete & James
5:50 - 6:10	Ice breaker / relationship building		Discuss	Shawn
	<b>GM Reporting</b>			
6:10 - 6:30	Monthly report on financial performance and store initiatives	<a href="#">GM report</a> & financials	Listen & Discuss	Josh
6:30 - 6:45	Review of current training and support for GM		Discuss	Shawn
	<b>Executive Session</b>			
6:45 - 7:00	Evaluation of financial progress		Discuss	Shawn
7:00	<b>Adjourn</b>		Decide	Shawn

<b>Next Meeting Date</b>	Next board meeting is scheduled for 11/19/2024 at 5:00 pm.
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