



CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS BOARD MEETING MINUTES,
Tuesday, April 15, 2025 5PM
Hotel Concord, Concord, NH

Shawn Menard, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 5:03 PM. **Attending in person:** Shawn Menard, Pete Engel, James Stever, Joe York, Andrew Weakly, Zack Sheehan, Sam Pike and Krista Helmboldt. Staff members included: Josh Belanger (Interim General Manager), Miles (Parking), Gloria (Produce), Pat (New London Manager) and Melanie Waldvogel (Board Administrator). Via zoom: Abigail McShinsky. Board quorum is met (9 out of 9 present).

WELCOME and MINUTES

BOARD VOTE: Approve the March 18, 2025 Board minutes as submitted.

(Motion by Joe York, seconded by Shawn Menard; approved unanimously).

NOMINATING COMMITTEE REPORT

Sam, Nominating Chair, reported that the Committee will be actively recruiting for the Board, including flyers and signage in the store. He asked that all Board members think of 1-3 candidates to directly ask to serve. Pete, Joe and Krista are all up for reelection this year. Abby and Zack will also help Sam with Nominating.

CFNE REFINANCE

Joe had great news for the Board: the refinance is complete! Upcoming expenditures will include a new POS system and compressors.

1. **BOARD VOTE: Board approval is required for any use of the CFNE's line of credit.**

(Motion by James Stever, seconded by Zack Sheehan; approved unanimously).

GENERAL MANAGER'S REPORT

Josh was happy to report a Net Profit of \$33,235.40 for March. He noted this will be our first real (no ERC or PPP) quarter since Q3FY20 and the second month in the row we beat the budgeted net profit. Josh felt the net profit improvement was due to a decrease in spending, a paid time off rollover to March, and increased staff presence and products on the floor. Questions from the Board included an update on the NCG joint liability fund, Cash on Hand, and a brief cash shortage that was addressed swiftly in store. Single log-ins and cash drawers, among other measures, will be used going forward.

Customer Survey scores are increasing, and customers are generally really happy. The survey generates great reviews and important feedback. Pricing continues to be a challenge, and the staff continues to address this.

March Monthly Net Profit - CONCORD

Actual	Budget	Variance \$	Variance %
\$33,235.49	\$28,822.30	\$4,413.10	15.31%

March Monthly Sales - CONCORD

Actual	Budget	Variance \$	Variance %
\$742,236.41	\$754,281.59	(\$12,045.18)	-1.60%

On the marketing side, a commercial will be produced for local stations, including YouTube and Hulu. Andrew mentioned finding a way to test and measure the results and develop a strategy for this type of advertising going forward. Krista, James and Zack offered their help for the commercial. Featuring our amazing local producers and products is key in store and online, and the kitchen, bakery and produce departments are all on board. Signage in the store, freezer meals,

and promoting seasonality are also on the horizon and make great content for the socials and newsletter. Andrew suggested focusing on 2-3 main goals and develop a plan of action.

POLICY GOVERNANCE

Josh named Nick Schneider as his GM successor, and continues to work closely with him. His files are updated and accessible, and he was commended by the Board for his thoroughness and organization.

BOARD VOTE: Approve B9: GM Succession as submitted.

(Motion by Krista Helmboldt, seconded by James Stever; approved unanimously).

Josh noted the receptacles for cardboard, trash, etc. are shared and maintained by the City of Concord. The Co-op maintains grease and compost. The sustainable measures the Co-op implements for the environment would also be great talking points for the socials and the newsletter.

BOARD VOTE: Approve B10: Environment as submitted.

(Motion by Krista Helmboldt, seconded by Shawn Menard; approved unanimously).

BOARD VOTE: Enter Executive session at 6:08PM.

(Motion by Shawn Menard, seconded by Joe York; approved unanimously).

BOARD VOTE: Adjourn at 7:53PM.

(Motion by Shawn Menard, seconded by Pete Engel; approved unanimously).

The next Board meeting will be Tuesday, May 20, 2025 at 5PM, Hotel Concord.