



CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS BOARD MEETING MINUTES,

Tuesday, December 16, 2025 5PM

Virtual via zoom

Shawn Menard, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 5PM. **Attending:** Shawn Menard, James Stever, Sam Pike, Krista Helmboldt, Abby McShinsky, Amanda Bauer, Zack Sheehan and Andrew Weakly. Staff members included: Josh Belanger (Interim General Manager), and Melanie Waldvogel (Board Administrator). Board quorum is met (8 out of 8 present).

WELCOME and MINUTES

Zoom info will be added to the web-site so that staff and member can attend virtually.

BOARD VOTE: Approve the November 16, 2025 Board minutes as submitted.

(Motion by Abby McShinsky, seconded by James Stever; approved with 1 abstaining).

GENERAL MANAGER’S REPORT

Josh reported that November was a loss due to too many turkeys, high repair costs and double credit card fees. Once turkeys are ordered, that order cannot be changed or canceled. Many turkeys were donated to combat local food insecurity. Repairs, budgeted for \$3,400, were \$11,725. The salad and hot bar price was raised by \$2 and labor hours have been cut by 2-3% to help the numbers, especially with a shifting economy.

Josh will look into the legality of volunteers helping at the co-op. Shelf facing, re-stocking and check out help during busy times are the areas that could use assistance.

November Monthly Sales for Concord

Actual	Budget	Variance \$	Variance %
\$642,220.87	\$670,202.41	(-\$27,981.54)	-4.18%

November Monthly Sales for New London

Actual	Budget	Variance \$	Variance %
\$103,686.39	\$115,785.53	(-12,099.14)	-10.45%

POLICY GOVERNANCE

Customer surveys have been consistently positive. A policy regarding timeframe for responses to customer emails may be needed.

BOARD VOTE: Approve B5: Treatment of Customers, as submitted.

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

COMMITTEE UPDATES

The board calendar will be updated by Board members to set ourselves on the right path for 2026.

Nominating – Abby updated that the Committee is still searching to fill the 9th Board seat. The Committee would like to utilize the co-op’s social channels to recruit for this position.

Membership – Zack updated that upcoming for 2026 is a letter to members and capital raising.

Finance – Andrew noted the Committee is meeting regularly to identify issues, and run discussions efficiently.

Capital Raising – Krista mentioned strategy discussion and narrowing down needs for asks (such as cash on hand and specific equipment). Targets and inspiring messaging will be defined. Zack said this is an important chance to define why the co-op matters, and why we should care about the co-op. This could also be a positive community and relationship building opportunity with staff.

Additional Updates:

- Abby has taken on the staff thank you cards, and these will be available at the customer service desk for Board members to sign.

BOARD VOTE: Enter Executive session at 6:20PM.

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

BOARD VOTE: Adjourn at 7:13PM.

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

The next Board meeting will be Tuesday, January 20, 2026, 5PM at the Hotel Concord.