



CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS BOARD MEETING MINUTES,

Tuesday, March 17, 2026 5PM

Hotel Concord, Concord, NH

Shawn Menard, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 5:04PM. **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), Gloria Najecki (Produce Manager) and Melanie Waldvogel (Board Administrator). Board quorum is met (8 out of 8 present).

WELCOME and MINUTES

BOARD VOTE: Approve the February 17, 2026 Board minutes as submitted.

(Motion by Abby McShinsky, seconded by James Stever; approved unanimously).

POLICY GOVERNANCE

BOARD VOTE: Approve B8: Board Logistical Support as submitted, noting “full time support” is meant to be “dedicated” support, as the Board support position is not full time.

(Motion by Shawn Menard, seconded by Abby McShinsky; approved unanimously).

GENERAL MANAGER’S REPORT

Josh wanted to highlight the kitchen’s performance this past month, and how they have improved on their budget. Margins especially are continuing to improve, with margins in 40% for January, 50% in February and up to 59% for March. Sales are up for the kitchen and people are raving about the food. Smaller reductions store wide are starting to add up. While sales are under budget, net profit was positive this month.

February Monthly Sales for Concord

Actual	Budget	Variance \$	Variance %
\$564,686.31	\$572,344.91	(\$7,658.60)	-1.34%

February Monthly Sales for New London

Actual	Budget	Variance \$	Variance %
\$103,277.13	\$107,691.95	(\$4,414.82)	-4.10%

Josh has noticed that shoppers tend to be more budget conscious in this economy, and he is looking for more affordable options for staple items. Case size differences (for instance with beer) were discussed between Concord and New London, and how this may affect sales.

Supplements, training and sales, and how sales differ between the two stores were discussed. As labor hours are reduced, cross training in the store continues. Having additional hours available in a department that needs the help as well as spreading staff out to cover all of the hours the store is open is working for now. Staying open until 8 is appreciated by the public, and will hopefully see an uptick of shoppers with the warmer months. Conversations continue to be had about New London and how to bring more convenience items such as soup and sandwiches, to this location.

Cashiers will need to be trained on a simplified way to promote membership for shoppers. An entire onboarding program is in development for new staff. NCG may have resources that can help with this. The co-op can promote itself to local businesses and to those moving to the area in a more dynamic way to bring in more potential members.

COMMITTEE UPDATES

Capital Raising – Krista reported that the committee is focused on the following three items: 1) Legal Review, 2) Timing (most likely fall), and 3) Budget.

Implementing all of this, such as calls and tracking, can be daunting to comprehend, and will need a work plan. Main strategies are B shares, and promoting donations through a fiscal sponsorship. A campaign manager willing to donate time on this would be very helpful.

Membership – We currently have an open Board seat. The board application process for new members will be beginning soon. We will be looking for 4 seats, with 3 3-year seats and 1 1-year seat. A meeting will be scheduled for April.

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

(Motion by Shawn Menard, seconded by James Stever; approved unanimously).

BOARD VOTE: Adjourn at 7:18PM.

(Motion by Shawn Menard, seconded by Zack Sheehan; approved unanimously).

The next Board meeting will be Tuesday, April 21, 2026, 5PM virtually.