CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS BOARD MEETING MINUTES,
Tuesday, August 18, 2026 5PM
Virtual

Shawn Menard, President, called the meeting of the Concord Food Cooperative Board of Directors to order at 5:04PM. **Attending:** Shawn Menard, Abby McShinsky, James Stever, Sam Pike, Andrew Weakly, Amanda Bauer and Krista Helmboldt and Zack Sheehan attended via zoom. Staff members included: Eric Sawyer (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: Accept the July 16, 2026 minutes as submitted.
(Motion by Abby McShinsky, seconded by Andrew Weakly; approved unanimously).

GENERAL MANAGER'S REPORT
Shawn and Zack met with Eric to review Board meeting expectations, including reports and scheduling. Eric gave a brief walk-through of the new financial reporting, including KPIs, Cashflow of the company, Cashflow of Concord, Cashflow of New London, Proforma, Cashflow forecast, Company last year, Last year KPIs, Per store sales – COGS, Last year sales and profit and Per store expenses. Eric reported a net income of $410 for the first month of the new fiscal year.
Eric will continue to refine the GM report, and include narrative as well as a summary of the KPIs for the board.
He is tackling his 30-60-90 work plan, and working with the department managers on Thursday brainstorming sessions. Their focus is a plan through the holidays, with pre-orders starting in September to gain more ground and build excitement.
Produce will see new shelving and the Café and Produce departments will be revitalized with increased variety. Sales can be tracked by department. Eric noted that employees are engaged and he is enjoying the process of building a great team. Employees have been incredibly helpful as he works to understand the customers and the area.
The new budget was discussed and reviewed, along with capital expenses. Eric does plan for real time adjustments during the year. Board members are asked to review the budget prior to the next meeting. All changes to the budget will be articulated when it is resubmitted. The budget will be approved next month.

ANNUAL MEETING
The Annual meeting is scheduled for September 25, 2026. Zack outlined the celebration as being member appreciation focused. Local business leaders, Round-It-Up community partners, and VIPs, such as the mayor, could be invited. In addition to introducing Eric and financial summaries, local vendors and a heartfelt thank you to members will be included in the speaking portion. All staff members will be invited.
On another note: the audio equipment will need to be sufficient for the crowd.

COMMITTEE UPDATES
Capital Raising – Krista reported that the Committee submitted the HFFI FARE grant funding inquiry, with great thanks to Amanda, Zack and Nick for their writing, partnering and research work. The grant focuses on driving sales for food access and retail expansion, and equipment (with a meat or dairy focus). The Committee is ready with numbers and the ability to prioritize in case the Co-op is invited to submit a full proposal. Krista was thanked by the Committee and

Board for her leadership work around this vast project, and opening up these viable options for better equipment is a great indicator of what the Board can accomplish.
On the donation side, it may be more complicated to accept 501© 3 donations, according to expert advice from accountants and lawyers. An inquiry to members for their expertise may be helpful to navigate this so that a campaign can be forthcoming.
Nominating – Abby announced that out of 3 open board seats, 3 board members are running uncontested.

BOARD VOTE: Enter Executive session at 6:44PM.
(Motion by Shawn Menard, seconded by Zack Sheehan; approved unanimously).
BOARD VOTE: Adjourn at 6:55PM.
(Motion by Shawn Menard, seconded by Krista Helmboldt; approved unanimously).
The next meeting will take place virtually Tuesday, September 15, 2026 at 5pm.