CONCORD FOOD COOPERATIVE

BOARD OF DIRECTORS BOARD MEETING MINUTES,
Tuesday, September 15, 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 Zack Sheehan attended via zoom. Staff members included: Eric Sawyer (General Manager) and Melanie Waldvogel (Board Administrator). Board quorum is met (7 out of 8 present).

WELCOME and **MINUTES**
BOARD VOTE: Accept the August 18, 2026 minutes as submitted.
(Motion by Abby McShinsky, seconded by Amanda Bauer; approved unanimously).

GENERAL MANAGER'S REPORT
Eric reported on financial performance, and noted a 2% increase in sales, in store and in the budget. A 10% increase is the goal. Gross margin is down 5% currently and 2% in the budget. Eric has come up with workarounds and ways to avoid loss during high inventory months. This month we are down $9K due to a $12K bill for audit and tax prep.
Ideas to grow sales:

- Dairy reset, with a focus on local (increase of 20%!)
- Produce reset, with a focus on local (increase of 40%!)
- Hot bar standardized (increase of 14% on a Tuesday)
- Changing up member deals (less items with more savings. This worked really well with avocados!)
- Thanksgiving preorders

Customer feedback is welcome. James suggested having a more exciting deli by looking into local smokehouses.
The water heater was not operational recently, but staff recovered well. This affects the café and bakery, which cannot run operations when it is down. This being an older building and store, these types of repairs will need to be accounted for in a capital expense budget.

UPDATED BUDGET PROPOSAL FY27
Andrew updated the Board on the budget, based off of % of sales, with the goal of a flat net (0) projection. The budget will be included in the monthly packets for the Board to monitor.
A comparison will be presented each month to the Board of the actuals versus budget. This can be referenced in the cash flow and forecast tabs in the financials.
BOARD VOTE: Accept the FY27 Budget as written on September 15, 2026 with net positive sales and a flat net projection as submitted.
(Motion by Andrew Weakly, seconded by Amanda Bauer; approved unanimously).
Zack suggested Eric walk the Board through the financials next month with an eye to this so everyone on the Board is on the same page with how the comparisons work.

POLICY GOVERNANCE B10
Eric reported that the policy is in compliance. EcoLab and Bedco are used for proper storage of chemicals and there are no pollutants to the store or environment. The store practices reduce, reuse and recycle. Donations of food can bring food waste to a zero. We save on energy usage where applicable, and with an upcoming grant proposal, can possibly save even more.
BOARD VOTE: Accept B10: Environment as presented. Eric will share the document.

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

COMMITTEE UPDATES

Capital Raising – Amanda thanked everyone for their enormous shared help pulling together materials, as the co-op was officially invited to apply for the HFFI grant. With an October 30 deadline, the committee will present a draft to the Board around October 5th for feedback, and ask for a formal vote on the proposal at the October Board meeting. Amanda asked that Board members make sure the Board and staff have access to important documents as needed.

ANNUAL MEETING

Zack let the board know the annual meeting is fast approaching: a week from this coming Friday. The event is for members only, and will take place indoors. The store will close at 4 to accommodate members and Round it Up recipients at 5pm. Board volunteers are requested. Voting is open for the Board seats.

BOARD VOTE: Enter Executive session at 5:56PM.

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

BOARD VOTE: Accept the August 18, 2026 Executive minutes as submitted.

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

BOARD VOTE: Adjourn at 5:57PM.

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

The next meeting will take place virtually Tuesday, October 20, 2026 at 5pm.