



Morrisville Food Co-op Board Meeting Minutes
Feb 26, 2020 5:00 p.m.
Tegu Building, Morrisville, VT
Approved March 25, 2020

1. **Action for Vote:** Approval of Jan Minutes
2. **Action for Vote:** [Budget Policy](#)
3. **Action for Vote:** Appoint Elaine Harvey to Board of Directors through September 2020
4. **Action for Vote:** [Consultant Proposal](#) (Find Proposed Agreement from James Morrell linked here)
5. **Action for Discussion:** [Draft Membership List Policy](#)
6. **Action for Discussion:** Questions/Clarifications on Reports
 - Executive Committee
 - Member Loan
 - Member Engagement Committee
 - Nominating Committee
 - Finance Committee: QB Access
 - GM
7. **Action for Discussion:** Comments on Draft [Annual Planning Calendar](#)
8. **For Review:** [Updated GM Job Description](#)
9. **Other Business:** Creative touches to the store (Tricia)
10. **Executive Session (if necessary):**

Members Present: Elly Ventura, Lisa Zinn, Kelly Lyons, Jack Pickett, Tricia Follert
Members Absent: Nancy Banks, Nina Church
Guests: Mike Hauser, Jen Stein

Elly opened the meeting at 5:01pm

1. **Approval of the January 22, 2020 minutes** by Tricia, 2nd by Jack
2. **Budget Policy:** approval by Lisa, 2nd by Kelley
3. **Appoint Elaine Harvey to the board**, motion by Jack, Kelley 2nd, all in favor
Larry Gibs has also shared an interest in rejoining the board to fill out the board for this term until the annual meeting.
Julia Scheier resigned in January and Michael Rooney was removed from the board by bylaw infraction 4.7.
Motion made by Elly, 2nd by Jack to accept the resignation and termination of Julia and Michael, all in favor.
4. **Consultant Project:** Reviewed the consultant proposal from James Morrell, he will be working in conjunction with the Columinate Consultant project. His work will include doing a cost benefit analysis and a financial forecast that we will use to plug into the business plan. Phase 2 will be at our discretion and it will be whether we want him to be involved in the action and training.
He would start review of documents immediately after the contract is signed and would start working directly with the store the second week of March. Lisa made a motion that Mike Hauser sign the James Morell contract, Jack 2nd, all in favor.

5. **Draft Membership List Policy:** The policy will be revised with the comments given tonight. We will create a confidentiality statement after investigating how other coops handle issues with privacy and member lists.

6. **Committee Reports**

Executive Committee Report: no comments

Member Loan Committee: see notes in packet, needs to work with the consultant on creating a financial document for moving forward. Mike will work with James for him to understand that we have a need to have a business plan created and that a member loan committee member would like to meet with James.

Member Engagement: good

Nominating Committee: done for the time being

Finance: Note the report is year to year, the month to month has been slowly improving as the staff is getting more trained. Sales are down a bit but overall expenses are down. The next one will include the present month and the month before.

GM Report: See report. He will also ask the consultant for a weekly update for the board. Five new members in January, peanut butter grinder is in.

7. **Annual Action Planning Calendar-** Kelley has some additional notes which she will share. Are the assignments correct? Please look at the calendar and come back with what you are willing to take on and we will assign names to tasks at the next board meeting

8. Board members have been working on an updated version of the GM's job description to enable the board to do an efficient review.

9. Tricia talked about the store creative painting project, everyone in approval

10. Nina reached out to Annie Gaillard, one of the original start up people with Buffalo Mountain and presently the board chair. She is a very knowledgeable coop person with lots of experience. Annie's thoughts, staff needs to be front line, she could help the staff and board for free and we will be getting back to her.

Meeting adjourned at 6:47 pm.

Respectively submitted,

Tricia Follert

Secretary

\$1,061.00 went to the Clarina Howard Center through the Round it Up Program for December-January! Thank you MoCo Shoppers!



Annual Planning Calendar

Month	Task	Assigned To
JANUARY	Board Development/Strategic Planning/Review Communication Agreement	Board, with possible outside facilitator
FEBRUARY	Policy Review & Staff Handbook	Board or Committee(?)
MARCH	Budget Requests Due to GM	Committees, Employees
APRIL	Budget Development	GM & Finance Committee
MAY	Budget to Board for Vote	GM & Finance Committee
JUNE	Budget for Final Approval if needed Decide content for Annual Report	GM & Finance Committee Board
JULY	Board Development Plan Annual Meeting	Board Chair Board/NomCom & GM
AUGUST	Board Election Process Begins Corn Roast	Nominating Committee Volunteers

SEPTEMBER	Annual Report Completed GM Evaluation Store Anniversary	GM & Marketer, Board Member Executive Committee GM & Staff
OCTOBER	New Board Member Orientation Annual Meeting	Board Chair Everyone
NOVEMBER	Welcome New Board Members & Review Working Agreements at Meeting	
DECEMBER		

Think about adding local Community Events: RocktoberFest, July 4th, LACiNg Up for Cancer,