# Middlebury Natural Foods Cooperative

**Board of Directors Meeting**

**August 23, 2017**

**Board Members Present:** R.J. Adler, Molly Anderson, Nadine Barnicle, Ilaria Brancoli Busdraghi, Lynn Dunton, Kate Gridley, Ann LaFiandra, Jay Leshinsky, Tam Stewart, Louise Vojtisek, Amanda Warren.

**Board Members Absent**:

**Others present:** Victoria DeWind (staff liaison), Glenn Lower (GM).

**Board Monitor:** Louise.

**Call to Order:** The meeting was called to order at 6:41 pm.

**Member-owner Business**: Kate reported a conversation with a woman who said her son and his wife cannot afford to shop at the Co-op. Louise suggested writing an article about how to shop affordably at the Co-op and how it depends on what you buy. Shopping for children and long term health were also suggested for the article.

**Approval of Minutes**: On a motion by R.J., seconded by Ann, the minutes of July 26, 2017 were approved with all in favor with Ilaria, Lynn and Nadine abstaining. Lynn asked about the reference to a succession plan. Kate and Tam will be drafting a governance policy for succession including the consideration of staggered terms.

**EL 12 – Information Technology and Digital Communications**: Tam suggested that monitoring EL 12 could decrease to once a year but Kate felt there is value in keeping twice a year. It was agreed to monitor it in February.

With time constraints and no changes since the last EL report, Glenn gave a verbal rather than written report. He said the Co-op is using Vantive through NCG, a networking system for better electronic communications and security. The quarterly printed newsletter in the store is available to all and is very successful. Posting on Facebook and Instagram is going well and there are recent support staff hires for graphics and IT.

The Board agreed that the report was on time with reasonable interpretation of sufficient data and in compliance with no further action needed.

**GP 2 – Officers’ Roles**: It was agreed that more definition of the Vice President’s role and editing of bullet points and the middle paragraph are needed and should go to the revision committee. The Board agreed that it is complying with the GP.

**GP 3 – Board Committees**: It was agreed that a policy for electing standing committee leads was needed and consensus was that, in the future, electing them should take place at the same time as electing the officers. The Board agreed that it is complying with the GP.

On a motion by R.J., seconded by Ilaria, all voted in favor of Kate leading the Board Development Committee and Nadine leading the Communications Committee. Jay and Ilaria will assist on BDC and R.J., Louise and Tam will assist on Communications.

**GM Report**: Due to limited space in the redesigned store entry, Glenn asked the Board if they were agreeable to making the Board’s board smaller. They supported the change.

Glenn brought the Board up to date on the expansion. The produce wet case will move east to the new wall soon. Kate said the roof overhang of the new wall is very low over the new sidewalk, is a hazard to tall people and should be flagged in some way.

The new delivery doors are in use and the temporary delivery door has been replaced with windows. The deli move is the next major change this week with a health inspection on Aug. 25th. The health inspector agreed to allow a nonconforming sink to be used temporarily until the new sink is available. If it passes inspection the deli service will be phased in over the weekend followed by cheese and then meat. The new refrigeration system is proving complicated and Glenn noted that in retrospect he would have had purchasing equipment be a dedicated job as it was very time consuming. In spite of setbacks, the project is still on time and within budget.

Glenn informed the Board that Jen Alderson will be the new grocery manager staring Sept. 5.

**Staff Appreciation**: Louise has confirmed with Laura that Thursday Aug. 31 would be the best day for this event. It was agreed that salad and cookies would be served.

**Next Meeting**: September 27th, 2017

**Adjournment**: At 7:30 the meeting was adjourned with all voting in favor of a motion by Jay, seconded by Ilaria.

Respectfully submitted by Victoria DeWind