

Caledonia Food Co-op Meeting Minutes
Tuesday, 1/6/26, 4:30-5:30pm
MS Teams

Follow-up action items in red.

In attendance	<i>Board Members:</i> Pete, Brandolyn, Suzanne, James, Jim, Mark, Ann, Tim, Karina, Ken, Jay <i>Additional participants:</i> Chris, Eli Emerson, Eric Skovsted, Rick Witt
Refrigeration Bid	Note: decision made via email vote per article 3.13 of bylaws. Vote took place from 12/23/25 - 12/26/25, unanimously accepting the building committee's recommendation to accept Arctic Air's bid.
Opening (10 min)	2023 LFC/CFC Joint Committee Discussions – Institutional Memory - Records on shared drive can be found here: Littleton Caledonia Joint Co-op Board - Previous board member participants to share history
Approval of minutes (5 min, next 5 rows)	NOTE: SECTION TABLED UNTIL NEXT MEETING 12/16/25 meeting internal minutes 12/16/25 minutes for website upload 12/16/25 Public Meeting Unsealing Refrigeration Quotes minutes <i>Motion to approve all 12/16/25 internal and public minutes --></i>
Secretary's Report (Kim)	<i>Membership update: 1462</i>
Treasurer's Report (Jim)	a. CFC Board of Directors – Treasurer's Report December 31, 2025 2. Cash on Hand as of December 31 - \$752K a. Available for operations - \$233K b. Available for debt service - \$107K c. Reserved in Escrow account - \$412K d. For the year, net cash has decreased by \$15K i. Large payments include loan repayment \$92K, construction \$144K, promissory note repayment \$23K) 3. YTD Loss as of December 31 - \$(237K) a. YTD income - \$49K

	b. YTD expenses - \$288K (Advertising \$24K, Loan fees \$25K (non-cash), Interest \$141K, Income taxes \$30K, RE taxes \$23K, Utilities \$15K) c. YTD other income \$2K 4. Memberships / donations / merchandise / stock January – December 31, 2025 (cash received) a. Memberships - \$8,900 b. Donations - \$20551 c. Merchandise sales - \$10,943 (including brick sales) d. Special Events - \$17,855 e. Preferred stock purchase - \$406,350 f. Promissory Note - \$19,500 g. Total - \$483,649 h. Square payments \$40,444 (370 transaction) with \$2,175 in fees (5.4%)
In-person Meeting Location	<i>For discussion</i>
State Visit	<i>Kristie Farnham, VT Dept Econ Development, visit 9:30 – 10:30 am 1/13. Open invitation to join.</i>
Board tasks over next 6 months (10 min)	<i>Chris' checklist – previously disseminated</i> <i>For discussion: Some shift of focus, some maintenance</i> <i>Chris – board tasks vs operational tasks</i>
LFC Updates (10 min)	<i>Ann – meeting update</i> <i>Discussion – needs relative to management contract outline</i>
Fundraising/Financing Updates (5 min, next 3 rows)	<i>General fundraising - \$133k gap, explanation of gap, escrow account.</i> <i>Business Outreach</i> <i>Financing</i>
GM Hiring Committee	<i>Updates:</i>
Design Committee	<i>Updates:</i>
Project Manager's Report (10 min) (Chris)	

Committee Report: Building (10 min, next 5 rows) (James*, Brandolyn, Jim, Molly, Pete)	
Committee Report: Fundraising (Pete, Jay, Ann*)	<i>Final outreach, full board participation requested</i> <i>Thank you notes</i> <i>Ann – board participation in Phase III campaign.</i>
Committee Report: Communications & Outreach (Brandolyn*, James, Karina, Kim, Hannah Wigginton, Alycia Moore, Sarah Lydon)	<i>Membership recruitment importance – weekly/monthly goals, plans, etc.</i>
Committee Report: Governance (*, Pete, Brandolyn, James, Jim)	
Other Business	
Next Meetings	Tuesday, 1/20/25 @ 4:30 pm at Fairbanks Museum Tuesday, 2/3/26 @ 4:30 pm on Teams Tuesday, 2/17/25 @ 4:30 pm at Fairbanks Museum <i>Meeting cycle:</i> • 1st & 3rd Tuesdays of the month • 1st Tuesday on Teams, 3rd in person

Meeting adjourned @ 5:42 pm

FOR NEXT MEETING AGENDA: