

## Caledonia Food Cooperative Board Meeting Agenda

October 6, 2026

502 Railroad St, 2<sup>nd</sup> Floor, 4:00-6:00 pm

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| <b>In attendance</b>       | <b>Board members: Brandolyn, Mark, Jim, Kim, Deb, Eric, Sarah, Margaret, Amanda, Chris</b><br><br><b>Special Guest: Michael Healy, Governance and Leadership Development, Columinate</b><br><b>michaelhealy@columinate.coop</b>     |
| <b>Approval of Minutes</b> |  <a href="#">Minutes--2026 (9)--September 15.docx</a><br><b>Motion to approve 9/15 minutes--&gt;. Mark moved to accept; Sarah seconded; Passed</b> |

| <b>Agenda Item</b>   | <b>Specifics</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Time</b> | <b>Discussion Leader</b> |
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| Welcome/ Ice breaker | <b>The meeting was conducted via Teams.</b><br><br><b>Meeting opened with a lightning round of self-introductions. Brandolyn asked board members to give their names, and say where they live, what they are excited about, and whether they are new to the board or are recurring members.</b>                                                                                                                                                                                                                                                             | 4:00pm      | Brandolyn                |
| GM Update            | Store updates, Membership updates, Sales Strategic Plan progress report.<br><br><b>Amanda noted that contributions made via customer contributions at the store cashiers totaled \$1650 for NEKCA. A check presentation will be made.</b><br><br><b>Members now total more than 2000 – 2001 in fact.</b><br><br><b>There are open positions for which interviews are being conducted: Fresh Foods Manager, Fresh Foods Clark, and Produce Manager. In addition to their regular duties, Amanda and Sarah are doing their best to cover these functions.</b> | 4:10pm      | Amanda                   |

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|                                         | <p>To revitalize Fresh Food offerings, a survey was offered to members. 38 respondents favored breakfast burritos and vegetarian/vegan options. A new dinner grab-and-go option begins with chicken and Brussel sprouts.</p> <p>Sales. From 9/19, there was a 7.5% increase. For 9/26, an 11% increase. For the past week, a 2.5% increase, Average weekly sales are at \$63K. The strongest revenue department right now is meat; for the last week, there was a 32% increase in meat sales. Working toward a balance of local meat products as well as less expensive, but organic non-local options (e.g., Smart Chicken).</p> <p>Regarding overall inventory in the store, the ratio of conventional to organic/natural is 30/70.</p> <p>Reducing labor costs is an ongoing effort. In all, labor costs have been reduced, currently at 28.7%. Least expensive labor department per square foot of space is beer and wine because the vendor reps restock, reprice, etc.</p> <p>Inventory for the first time was conducted this week. Staffers are currently working on analysis.</p> |        |                                                         |
| New/Continuing Board Member Orientation | <p>Michael will lead the group through a comprehensive board orientation. The goal of this session to provide all board members (new and returning) the same starting point for understanding board governance</p> <p><b>For the record, Michael Healy is a consultant with an organization called Columinate (columinate.coop). Michael and other consultants advise organizations such as co-ops and non-profit organizations in various ways such as strategic planning, governance, leadership training, etc. One important area of their work is Cooperative Board Leadership Development (CBLD).</b></p> <p>A wide-ranging overview took place – review of the typical co-op structure versus a non-profit structure. Specifically, a co-op board is elected by its membership. Non-profits are not democratic;</p>                                                                                                                                                                                                                                                                 | 4:30pm | Michael Healy<br>Board Governance Consultant-Columinate |

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|                          | <p>board members are typically recruited/appointed by their leadership team.</p> <p>Michael covered the competitive environment in which this co-op and others exist. For example, in the St J area, there is a Market 32, White Market and in Danville Marty's, which is expanding significantly, and on-line retailers such as Amazon.</p> <p>He then reviewed policy governance, which is the structure many co-ops, ours included, adopts. It's a system that helps clarify expectations through policy. Policies help sustain continuity as board membership changes over time.</p> <p>Michael noted a financial training webinar for board members. He noted that board members can register for the training sessions, and if they are not able to attend, they will be sent a link so that they may watch at their leisure (30-day availability limit).</p> <p>He encouraged new board members to review the CFC board Policy Register, which was newly approved as of this calendar year.</p> <p>So much was covered in Michael Healy's overview. Brandolyn noted that she will disseminate the board bylaws, policy register, and a link to the training mentioned in Michael's presentation. Additionally, the presentation materials Michael presented will also be included.</p> <p>Brandolyn noted that a board manual is being produced, which will contain all board documents for easy reference. These documents will also be available electronically.</p> |        |               |
| Board Officer Selections | <p>Board selects and votes on officers (Chair, Vice Chair, Treasurer, &amp; Secretary)</p> <p><b>Board officer elections took place as follows unanimous member approval): Brandolyn Bradley, Chair, Mark Clough, Vice Chair, Jim Levison, Treasurer, Kim Borsavage, Secretary</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5:45pm | Michael Healy |

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| Meeting Adjourned | <p>End meeting, take any last-minute questions, reminder for next meeting (10/20 in-person)</p> <p><b>Mark Clough posed the question of meeting frequency, citing that two meetings per month may be too much. Michael Healy stressed that clear communication about meeting attendance and expectations and so on is very important, especially when future new board members are vying for election.</b></p> <p><b>Brandolyn noted that meeting frequency, dates, and meeting times are slated for discussion/action at the October 20 meeting, which is scheduled from 4:30-6:00. The location is on the second floor of the co-op building (door is to the far right as you face the store from the street; opposite the store entrance.)</b></p> | 5:50pm | Brandolyn |
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| <b>For the Record</b> | <b>As of 10/6/2026</b>               |
| Membership Update     | member-owner households: <b>2001</b> |

The meeting was adjourned at 6:00 p.m.