

Caledonia Food Cooperative Board Meeting Agenda

May 5, 2026

MS Teams 4:30 – 6:00 PM

In attendance	Board members: Pete, Ann, Jim, Kim, Mark, Karina, Jay, James, Others: Chris Gilbert, Ed King
Approval of Minutes	<u>4/7/26 meeting internal minutes</u> <u>4/7/26 minutes for website upload</u> <u>4/21/26 meeting internal minutes</u> <u>4/21/26 minutes for website upload</u> <i>Motion to approve 4/7 and 4/21 minutes --> Ken moved to accept all minutes; Karina seconded; Board approved</i>

Agenda Item	Specifics	Time	Discussion Leader
GM Updates	GM Activities – updates and progress	10	Amanda
Columinate Consulting	After a good deal of discussion during the last board meeting, it seemed that there was general consensus on the value of consulting from Michael Healy but differences in opinion on when the contract would start and how we would use our consultation time. To focus the conversation, Pete has drafted a motion (attached) for discussion and vote. <i>Motion: CFC enrolls immediately in the Columinate Board Leadership Development Program. Further, it is proposed that:</i> <i>Initial engagement with Michael Healy will solicit guidance regarding Board development in a general sense, a ‘syllabus development’ – what do we need to know to be a well-functioning board of an operational co-op, in what order should we</i>	15	Pete

	<i>learn these things, and what educational resources from the CBLD program are available to us? Ann and Pete volunteer to take part in this conversation, and welcome any and all others.</i> 2. <i>Additional topics to make use of Michael and the CBLD program can include the question of board structure moving forward (what committees make sense to have in place as a governing board, and what could/should be under their purview) and assistance with policy governance development once the initial draft of those documents is complete and ready for the first stage of board review and discussion.</i> Jay moved to accept the motion as detailed above; Jim seconded; Board approved		
Partnership with Kingdom County Roots (KCR)	KCR is a 501(c)3 non-profit started by Jay Craven, Scott Campbell and Ann Helmus. Current board members include: Bess O'Brien, Amy Ash Nixon, Jenna O'Farrell, Lynn Wurzburg, Scott and Ann. The mission is broad—to support the NEK culture of local food initiatives, outdoor recreation, and the arts. KCR would like to partner with CFC to increase food accessibility at the co-op. It was moved by Jay that further exploration/delineation of the relationship between CFC and KCR needs to be take place; Ken seconded; Board passed	10	Ann
Board Transition	The transition from being a “working board” to a governance board is complex but critical for all board members to understand. We will examine a specific topic through this lens: CFC communications. Historically, the board has been responsible for all communications. Increasingly, that will be the role of the GM, particularly when the marketing/outreach role is filled. How do we make that transition? Does the board have a “say” in what is produced by the management team of CFC?	20	Amanda/ Ed King/ Chris
Board Communications about CFC	As we make this transition, how can the board be supportive to management with publicity about the grand opening, job opportunities etc? Ideas include: social media, newspapers, press releases, physical signs at store/local bulletin boards, booths at local events, other	15	Ann

	ideas? We want to have board members take responsibility for publicity and we need to coordinate efforts.		
For the Record	As of 5/5/26		
Membership Update	1555 member-owner households		
Financial Update	See report below		

Board meeting adjourned at 5:45 pm

Committee Updates:

Project Progress:

1. Cooler installation continues
2. Hood installation has begun
3. Floor strip and wax scheduled
4. Academy students have about 5 days left before they are out of school. Work to be completed by subs
5. Front window replaced
6. Quotes be received for parking lot repairs
7. Town has begun work on sidewalk in front of building. They will be putting in a storm water drain pipe for us to the building
8. Equipment is being received weekly now
9. First pass at budget and category layout completed
10. Bulk coffee and bulk spice rack ordered
11. Low voltage works continues
12. Building sign plan and delivery date finalized
13. 50 days to go as of Cinco De Mayo

Governance Committee

Communications & Outreach Committee

Fundraising Committee

- RBDG requisition request submitted and accepted, awaiting funds
- CDBG agreement signed, working with town on last documents needed to submit requisition request
- Jim has returned signed preferred shares paperwork for most investors, working with Pete on finding/collecting outstanding paperwork

Mission Statement Sub-Committee

Future Agenda Items:

Board Structure

What standing committees should we have in place?

Governance Documents/Mission Statement

Creation of End Policies

Board policies that will guide the work of the GM.

Donations and Preferred Shares

Set and publicize end date of when preferred shares