

Caledonia Food Cooperative Board Meeting Agenda

September 1, 2026

Teams, 4:30-6:00

In attendance	Board members: Pete, Mark, Ann, Jim, Karina, James, Jay, Kim Others: Amanda, Ed, Chris
Approval of Minutes	8/18/26 meeting internal minutes 8/18/26 minutes for website upload <i>Motion to approve 8/18 minutes--> James moved, Jim seconded. Motion approved</i> <i>N.B.: James, need SOP for processing minutes, getting on website after board elections.</i>

Agenda Item	Specifics	Time	Discussion Leader
GM Update	Updates, Sales Strategic Plan, GM Role, GM Communication, Store Security Amamda reported that two interviews are scheduled for the open produce manager position Fresh fruit program is up and running The cashier's round-up program went live as of this date. NEKCA is the first non-profit to benefit. KeHe – More regular deliveries are soon expected Monthly member deals – 20% month-long discount for members; products are carefully selected, Marketing alerts of these discounts/benefits are posted on Facebook, Instagram, e-mail blasts with topic line, Did You Know? James interjected that Mail Chimp will be the app used for email blasts. Co-op website has been migrated to new platform; INFRA flyer will be posted on home page. Amanda noted that she has forwarded to board members an opportunity to sign up for Saturday	35	Amanda

	samples distribution to store customers. She asks that board members sign up the Wednesday before. Working with St. J Academy – student baked goods will soon be available for sale; some academy faculty may host classes at the store. Developing a survey for students. Already seeing a few student “regulars.” Discussion ensued about setting boundaries between board members and store operations. Basic premise is that the co-op board is now a governance board, no longer an operations board. B1.1 Sales Monitoring Report. A number of issues are being addressed simultaneously. In part, shopper patterns need to be “broken.” It is natural that shoppers are used to inventory set up, for example, at White Market or Market 32. More aggressive marketing. Caledonia Record advertising department is advising re: print advertisements. Fine tuning the store to satisfy customer requests. Takes time; takes continuous effort. Hopes that the round-up for charity will appeal to shoppers who care about community engagement. Chris Gilbert interjected that it takes time; key is to look at improvements. He noted that the co-op store is ahead of other stores at this point in new operations. Below market study is a nationwide trend. We might need to adjust targets as we move along. Ed King stated that customers will help define the wants and needs overall. It is a moving target. Key controls are labor costs and ordering/inventory management. KeHe is notorious for its out-of-stock reputation. August is not normally a good revenue month. In the end, we want this store to be <i>the</i> Caledonia Food Co-op. Jay moved that the Sales Monitoring Report be accepted as presented; Mark seconded. Motion passed.		
Fiscal year	Should we change our fiscal year? Implications for annual meeting, current board member terms, onboarding of new board members	10	Pete, Jim

	Jim noted that switching now to a June 30 fiscal-year end would be very problematic (he forwarded earlier an email detailing his concerns). He recommends waiting until early 2027 to change the fiscal year end. He has consulted with our loan officers regarding a change in 2027 and they are fine with this proposal.		
Member Relations	How to handle Founding Member family members not on the founding members wall? A number of issues/errors/omissions have resulted, and a number of possible “fixes” were discussed. It was agreed that this discussion be postponed until a later meeting.	5	Jay, Ann
Annual Meeting	Updates on plans for annual meeting and annual report Kim reported that progress is continuing, in line with the one-page outline that was previously forwarded to board members. A timeline for those needing to produce date or remarks for the Annual Report will follow the board meeting. One business item requiring a members’ vote at the annual meeting is changing the bylaws – board composition reduction to nine members.	20	Kim, Tim
Board election	Update on status of election James reported that some candidates withdrew, leaving a roster of eight candidates for five seats. Currently we are four days out from launch. Ann moved that we continue with the current slate of board candidates; Pete seconded; Motion approved	10	James
BOD Calendar	Draft presented for discussion A long meeting required this draft calendar to be left for a future board meeting.	5	Pete
Financial Status Update	High-level overview of current financial status	5	Jim
GM Probationary Period Review	Per GM contract, the board “shall conduct a formal review to assess the General Manager’s performance” following the conclusion of the initial 6-month probationary period. With an April 13 start date, this 6-month probationary	5	Chris

	period will be completed on October 13. Announcing the board to be aware of, to be addressed in future meetings. Chris summarized that a six-month probationary period review need not be formal. It could be a conversation about achievements and shortcomings; recommendations for ways to improve. Can be finalized by a letter congratulating the GM on achieving permanent employment status.		
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For the Record	As of 8/28/26
Membership Update	1970 member-owner households Pete requested that Amanda provide membership updates for the agenda (she alone has access to this square data).

Meeting adjourned at 6:07 pm