

Caledonia Food Cooperative Board Meeting Agenda

September 15, 2026

502 Railroad St, 2nd Floor, 4:30-6:00 pm

In attendance	Board members: Pete, Jim (OL), Kim, James, Jay, Brandolyn, Mark, Tim, Karina, Others: Chris, Ed, Amanda
Approval of Minutes	9/1/26 meeting internal minutes 9/1/26 minutes for website upload <i>Motion to approve 9/1 minutes--> James moved to accept; Brandolyn seconded; Minutes approved</i>

Agenda Item	Specifics	Time	Discussion Leader
GM Update	Store updates, Membership update, Sales Strategic Plan progress report. Amanda noted that members now total 1970. Sales Monitoring report – presents an ongoing concern; Amanda is working with staff to increase level of performance (re-stocking, ordering to prevent outages). Making progress on meat and fish offerings. Much effort is placed on weekly sales reminders (via e-mail blasts as well as via social media outlets). INFRA product sales are highlighted in Wednesday email blasts. Product samplings are a mechanism to draw shoppers into the store. A Butterworks sampling is planned. Board members are volunteering for Saturday sample tables; need to advertise the product(s) in advance. Jay has offered to begin recording a weekly Saturday podcast from the cafe area – will highlight farmers and other topics/individuals relevant to the store. An offer has been made to a produce manager candidate; waiting for a reply. A number of new produce vendors were mentioned: Soaking Greens, Burtts and Champlain Orchards; Pete’s Greens, Farm Direct (online). Farm Connects, she noted is cumbersome.	20	Amanda

	Staff training is ongoing – current training topics are taking orders/special orders. Shoppers can now “round up” in support of a selected charity. A special Dolly Parton Day is scheduled for 9/25 -- members will enjoy a 10% discount. Prepared Foods area will begin offering pizza – particularly timed for folks who are stopping in on their way home and want to grab a quick bite. Health & Beauty shoppers have been critical of organization and out-of-stock items. The area has been re-organized.		
Mentoring	Update and discussion on state and status of GM mentoring support. Chris is Amanda’s primary mentor. Ed is a liaison to the board. Chris and Ed will meet to discuss store issues such as sales/revenue, etc.	5	Chris, Ed
Store financial report	Updates and discussion on store finances and projections, including metrics and timelines the Board should be tracking. All understand that the store opening did not take place optimally – the US economy is on shaky grounds and folks have much less buying power. It was noted that one of the co-op openings Chris worked on (Prairie Food Co-op) has failed. Our August sales loss was \$90K+. While the store is still in its initial weeks of operation, revenue losses cannot be sustained. All available means to bring shoppers into the store must be put into place and monitored.	10	Amanda, Chris, Jim
New/Continuing Board Member Orientation	Proposal, for discussion and vote: Michael Healy-led session for 1st meeting of new board, presumed to be October 6th. Brandolyn moved that the first meeting of the re-constituted board of directors be changed to be an in-person meeting (it was designated to be a Teams meeting). Michael Healy, of necessity, will join the meeting OL. Tim seconded; approved by the board.	5	Pete
		10	Kim, Tim

Annual Meeting	Updates on plans for annual meeting and annual report Brandolyn has agreed to put together the annual report, which will encompass fewer pages than previous years. She provided Pete, Jim and Amanda with due dates for their reports/observations. RSVPs are not robust – 37 to date. The suspicion is that many members will simply attend.		
Board election	Update on status of election The new board member election will close this coming Friday at 11 pm. Thus far 32% of members have cast their votes. Historically, member participation has ranged from 32-42%. James noted that even though voting will continue for a few more days, four candidates are very likely secure in their new board positions.	5	James
Board Transition Items	For ongoing board members, action items and for posterity: 1) Board Calendar – any suggestions, updates can be made. 2) Needs immediately after annual meeting (before October 6 meeting, hopefully) include scheduling board retreat with full new board and establishing finance committee to work with GM on budget and financial reporting review at end of 3rd quarter and as part of upcoming B1 report in November. 3) Other standing board committees need to be constituted with roles defined/understood. 4) Board leadership needs to be put in place. 5) Need for someone to work with Jim for second set of eyes tracking and processing pledges (preferred shares and CDI donations), communication around same, member loans, etc. 6) Agenda/Minutes repository is here, new agendas will need to be created: Agendas_Minutes. Minutes for website upload are in “Minutes for Website” subfolder, with active hyperlinks removed for security purposes. 7) FCI Peer Group – sign-up sent via email, needs to be done this week. 8) Business registration information will need to be updated with the Secretary of State following board member changes. 9) Preferred shares offering needs to be renewed on an annual basis in/before November, contact Noel Hudson at the VT Securities Division.	5	Pete

	10) Anything else to add to minutes for posterity? 11) Liquor license needs to be updated with new board members. 12) Old board members emails shut down end of calendar year.		
Executive Session	To close the meeting, an executive session was called.	30	

For the Record	As of 9/15/26
Membership Update	member-owner households: 1970

Meeting adjourned at