

**Co-op Board Agenda**  
**May 17, 2016**  
**6:30 pm at the Community Center**

Present: Gail, Sarah, Bob, Joseph, Karla, Giordano, and Dawn as the Link

**6:30 Consent Agenda:** April minutes

**6:35 Introduce Sarah Phillips**

Sarah brings a very valuable skill set developed through her rich experience with cooperatives and economic development locally and globally. She and her partner have been supportive Plainfield Food Coop members since moving to Vermont in 2001.

**Meeting schedule for coming year**

Third Tuesday at 6:00 pm -- next meeting at June 21, 2016

**Discussion of officers for next year**

Bob will remain as Treasurer

Gail would be willing to remain as President but this is her last year on the Board and she will be gone for two months in the winter and feels transitioning to a new President would be a good idea

Karla will stay as Secretary and Joseph will pick up Secretarial duties when Karla is out of town.

Vacancy for Vice President will remain for now, and we will revisit officers in August.

**Board/Staff training on policy governance/other training**

Dawn reported that the MC has agreed to do policy governance training with an MC member and Gail leading the training, and using CDS or other available video materials, but they would like to wait until after the mediation session to work on this. Sarah may be able to make some recommendations for training materials.

**New format for Board meetings? (look at surveys? discuss Ends?)**

Will bump to June meeting.

**Meeting with Judy Cyprian**

Need to look for a space to meet since the Community Center is booked.

Joseph has left phone and email messages for Jade Walker for Town Hall, Karla followed up with message to her Goddard email; also emailed Paul Shper at Goddard for use of Clockhouse, and Greg Light for possible use of meeting room at the Plainfield Firehouse

(Before the end of the meeting Jade emailed Karla and said a Town Hall room was available for use)

### **Plainfield Resilience Awareness and Action Project**

Follow up to Art Chickering request for Emergency Preparedness

Select Board received a grant for the Plainfield Resilience Awareness and Action Project primarily addresses flood mitigation.

### **7:00 Committee Reports**

- Building (FEMA map, fire marshal, wastewater) -  
The new survey is done, closer to cemetery than thought, according to the survey the present building and expansion plan for building is out of flood plain, but in the river corridor, fire marshal said that the Co-op needs to hire an expert to bring building up to code as part of expansion plan--the Co-op may be able to obtain an exception to parts of the permit regulations, the building committee is presently interested in supporting expansion project and may be willing to be even more involved in guiding the project as it proceeds. Bob will check with the committee at its next meeting.
- Treasurer Financial review, Dividend  
Still need to mail out letters and checks in the next week.  
Dawn submitted all materials to accountant for Financial Review which will be conducted and reported back in June.
- Communications/Newsletter  
Media subcommittee has accomplished its goals and has agreed to meet on an ad hoc basis--Strategic Planning Committee may have work for the Media subcommittee. Bob will represent the Strategic Planning Committee needs to the Communications Committee  
Education and Outreach subcommittee will make a decision about its schedule going forward on Thursday.
- Strategic Planning Task Force -- survey, next steps  
Goal is to get a draft to Board and MC for June meeting to gather feedback and finalize for presentation to the members.

### **7:40 Link report --**

Responsibility for building work--Nancy will be the point person for building related issues; working on compliance issues with fire marshall

Update on membership expiration in COPOS -- make sure to get out reminder letters or use another method around informing members when their membership expires

Update on product labeling--new labels have gone up

Report on Vermont summit--no report

Comment cards--Chloe is coordinating comment cards and collecting feedback, checking with buyers, and following up with customers

Personnel updates

**7:55 MC Monitoring - End 2 Local producers** -- 40% is local (grown, raised, or produced, or value-added in some way within 100 miles). Several Board members said that the report contains information that will be useful for marketing

**8:15 MC Monitoring - B1 Financial** - financial reports submitted. We had a robust discussion regarding the connection and possible collaboration between MC marketing efforts and the work of the Communication Committee.

### **8:25 Board Monitoring -**

**C3 Agenda planning (from April meeting)** - this is an area where the board *may* improve by honing discussion especially during monitoring reports and looking more outwardly at more global issues.

**C4 Meetings** - we discussed that the board *may* spend too much time on committee and operational issues.

**Future meeting: How to implement the new amendment on membership of co-operatives?**

**Officer selection (August)**

**Format for meetings (June)**