

BRATTLEBORO FOOD CO-OP BOARD OF DIRECTORS MEETING

Location: BFC Conference Room or via Zoom. Shareholders are welcome to participate. Email board@bfc.coop to RSVP or call Board Administrator at 802-246-2820.

AGENDA FOR MONDAY FEBRUARY 3, 2024

Note: Next meeting: March 3, 2024

Time	Topic	Board Action/ Outcome	Leader
5:00 (15 min.)	Soft start - informal chatting / eating dinner	Connect	All
5:15 (5 min.)	Official Start of Board meeting Welcome & Communication Norms	Be present	Facilitator
5:20 (10 min.)	Shareholder Input Shareholder guests intro and input / Other Shareholder inputs PLUS Shareholder Stats & Shopper Feedback.	Listen/Share	Facilitator
5:30 (5 min.)	Approval of minutes: <i>From January 6th and 13th 2025 Board Meetings</i>	Motion; Vote	Facilitator
5:35 (10 min)	Board President Updates Let there be cake! - Do we have enough members able to participate in this event, or do we need to kick it back to the staff? Up and coming: Board Workplan Feb: Committe work begins; GM Annual Review process begins(ES); Annual Meeting planning begins; Drafting FY26 Board budget begins March: Board to review first draft of FY26 Board budget; Committees report on their plan for the year; Overview of GM evaluation/compensation (ES). April: Approve final FY Board Budget for submission to GM; Review/vote on proposed GM compensation package (ES)		Michele
5:50 (20 min.)	Monitoring Reports : BOARD: None GM: B.2 Financial Condition & Activities B.7 Communication to Board	Motion; Vote Motion; Discussion; Vote	Facilitator
6:10 (10 min)	Board Committees, etc. Shareholder Engagement Committee: Charter approval vote Recruitment Committee: Charter approval vote Finance Committee Task Force	Motion; Vote Motion; Vote	Chair/Anneka Chair/Calvin Chair/Kevin
6:20 (10 min)	Upcoming Training Opportunities Did anyone attend a training, online or in-person? <u>Upcoming</u> : See the Board website and Columinate Events page : Interpersonal communication, Explorations in Governance, Finance trainings, Board basics (CBL101) CCMA - Who is interested in making this commitment? Do we want to reschedule the June Board meeing, currently on the 2nd?	Discussion/Sharing	Facilitator
6:30 (5 min)	Quick Break		
6:35 (20 min.)	GM Updates What is happening in the Co-op that the Board needs to know?	Listen/Understand	GM
7:55 (5 min.)	March policies to be monitored ASK: What's the purpose of this policy? Is this the right policy? What compliance data would be useful for GM reports? GM: B.6 - Shareholders and B.8 - Conflict of Interest Board: D.I - Board Duties	Ask questions	Facilitator
7:00 (5 min)	Tell a shareholder What would you tell a shareholder about this meeting?	A very few minutes of silence Put in chat/ write on paper	All
7:05	Executive Session Personnel Issue / Discuss GM Annual Review Process		
	Closing For you - what went well or not so well? What is one thing you're taking away from our meeting? Clean Up Crew : Denise & Lee	Share	Board members, Admin, GM