



Board of Directors Meeting Minutes

Tuesday, May 15, 2021 (3:00pm – 5:00pm ET)
Virtual Conference call via RingCentral

Minutes unanimously approved by all members present via email on June 27, 2021.

Board Members in Attendance: CE Pugh, Dave Blackburn, Nancy Muller, Kip Ritchey, Zoila Rivera, Wis Benoit

Board Members Absent: Rosemary Mahoney, Talethia Edwards, Amber Hall

Others in Attendance: Mark Regni (CEO), Benjamin Goldberg (CFO), Dawn Rowney (Board Admin)

The Meeting was called to order at 3:03pm ET

Agenda Review – There were no changes to the agenda. 

Annual Meeting Debrief

The first CCM Annual Meeting went well! Thank you to everyone for their hard work! For future annual meetings, the Board has asked for a procedures document to be created based on information and feedback from this year's meeting. More participation is desired for future meetings, and the Board and Management will work to increase visibility through improved advertising and outreach strategies.

Board Acceptance of Election Results

Congratulations to Talethia Edwards and Wis Benoit on their election to the board for 3year terms! Rosemary Mahoney will also retain her seat as a non-patron Board member for a 3year term.

[CE Pugh moved to accept the election results. Nancy Muller seconded, passed unanimously](#)

GM Reporting

B2 Plan & Budget

After discussion, the Board accepted the updated report. The updated report included the CPA results as well as technical corrections to the spreadsheet.

[Dave Blackburn moved to accept this report. Zoila Rivera seconded, passed unanimously](#)

Board Business

Board Compensation Policy

After discussion, the Board adopted the resolution revising Policy C8 establishing an annual stipend for Board members. The policy is as follows:

Board members will receive an annual stipend of \$1,000, paid \$250 per quarter at the beginning of each quarter. The amount will be revisited during the Co-ops annual budgeting process and confirmed by the Board at their November meeting for the following year.

Board Attendance Policy

After discussion, the Board adopted the resolution revising Policy C5 establishing an attendance policy. The Board will create a spreadsheet to track Board member attendance. The policy is as follows:

Directors will prepare for and attend Board meetings. If a director misses 3 out of 5 Board meetings, on a rolling basis, the remaining Board may request the director's resignation by a majority vote.

Nancy Muller moved to accept the adoption of both the Board Compensation and Board Attendance resolutions. Wis Benoit seconded, passed unanimously

Financial Metric Benchmarks

After discussion, the Board will revisit the interpretations of B1 at the next quarterly meeting. The Board requested that Management provide a summary of updated financial benchmarks for the quarterly B1 Report and monthly GM Report. These metrics are to be proposed by June 10, 2021.

Board Education & Training

The Board discussed educational topics to be addressed at future meetings or in standalone meetings. Some topics included: finances, policy governance, policy review, the local ecosystem/local production, ways to grow our local product selection, the Business Plan details in-depth, and marketing/outreach opportunities.

Election of Officers

After discussion, the Board elected officers.

Chair – CE Pugh

Vice Chair – Nancy Muller

Records Officer – Zoila Rivera

Financial Officer – Dave Blackburn

Kip Ritchey moved to accept the elected officers. Wis Benoit seconded, passed unanimously

Closings

Review Board Calendar

The Board calendar is a 2-year rolling calendar. The Board discussed the possibility of an in-person Board meeting. November is a possibility for the first in-person meeting.

Confirm Meeting Dates and Times

The Board discussed whether the 2022 Annual meeting should be on a weekend or weekday. It was discussed that the format (in person vs virtual) and the agenda ultimately drive attendance. This will be a future topic of discussion as we approach the 2022 Annual meeting

Dave Blackburn motioned to adjourn the meeting at 4:36pm ET, Kip Ritchey seconded.

Executive Session followed for Board members only