

FREDERICKSBURG FOOD CO-OP BOARD OF DIRECTORS

Meeting Minutes

August 18, 2026 at 6:00 p.m. at Fredericksburg Library and via Zoom

Board Members Present: Toni Stevens, Chair and Acting Treasurer; Paul Simpson, Vice Chair; Valerie Hopson-Bell, Secretary; Amanda Thompson, Cat Carter, Christine McElhinney, Jeremy Larochelle, John Budd, Meredith Whittaker

Others Present: John Walker, Interim General Manager; Margaret Kertess, Recorder (via Zoom)

Guests: Matt Small, Hannah Potter

Meeting called to order at 6:00 p.m.

CORE VALUES: Jeremy recited the Co-op's core values.

Guest Introduction: Matt Small, a prospective board director candidate, briefed the board on his background and connection with the Co-op.

Approval of Board Meeting Minutes of July 21, 2026

- **Motion to approve July 21, 2026 minutes:** Approved 9-0.

General Manager's Report

Facility & Equipment

- Recent HVAC servicing significantly improved performance. A quote has been requested for additional needed cleaning and servicing, including recommendations for regular maintenance by store staff.
- New freezers are expected to be delivered in mid-September. John outlined the timeline.

Strategic Planning

- Marketing
 - John presented a detailed marketing update, including current metrics and planned strategic initiatives.
 - Recent and upcoming events were described in the written report, together with notes on opportunities.

Operations

- A new Prepared Foods Manager will start on August 24. The departing manager will assist with orientation and training for two weeks.
- Interviews are being held for a Perishable Buyer, with an offer to be made soon, and Produce is interviewing for a full-time clerk.

Cooperation Among Co-ops

- The data manager attended a conference for training in the features, use cases, and best practices for the [ECRS CATAPULT](#) point of sale system used by the store.
- The bookkeeper/hr manager attended the National Co-op Grocers human resources conference which offered information on accountability, finding a balance between the human resources role and self-care, employment law, and the [Paylocity](#) payroll system which the Co-op uses.

Ownership Update

- Sales to owners account for approximately 54% of total with average transaction over \$9 higher than non-owners.
- New owner signup has been trending down, with 187 new owners year-to-date.
- An ownership drive will be held leading up to the Annual Meeting in September.
- Total owners = 4,459

Community Coop Cash

- This donation-funded program, which makes the Co-op more affordable for community members receiving public benefits, is progressing gradually.

Financials

- The financials are being caught up after some delays.
- Weekly Sales Report (WSR): Sales are up, over 5% for the week and quarter, 2.6% YTD. Sales growth is consistent overall.

Customer Experience Survey

- John discussed the results and opportunities from the customer receipt online survey.

Loan Interest Payments

- The interim GM reported that the annual interest payments on owner loans are being processed, with a definite mailing deadline of September 16.
- Toni noted that she requested an email notification be sent to holders of owner loans to update them on the upcoming payment.

Policy and Governance Review – Toni

- Policy C7 – Board Committee Principles
- Appendices 11A through 11G – Committee Charters
 - Toni confirmed compliance with the provisions of policy C7.
 - She noted that revisions are being drafted to the Policy Register.

Sustainability Advisory Committee – Cat

- The committee met successfully in August and made plans about meeting the priorities identified in July.
- The committee hopes to provide suggestions related to some operational issues. They look forward to meeting with the interim GM for discussion.
- The committee is looking at the best method to obtain customer feedback on sustainability priorities as well as to publicize the committee's priorities.

Annual Meeting Committee – Toni

- The Annual Meeting is scheduled for September 20 at the Co-op. The agenda includes:
 - Business meeting in the church space next door to the store.
 - Music and refreshments (Cool Cat Cupcakes and snacks).
 - Raffle baskets will be prepared by store staff.
 - The Grocery Manager is organizing vendor tabling.
 - Attendees will be encouraged to shop afterwards.
- Online voting for board directors will start two weeks before the meeting, using [Election Runner](#) software for the first time.

- Paul noted that the ballot will include a proposed amendment to the Articles of Incorporation to increase the number of authorized shares from 5,000 to 20,000 to allow for ownership growth.

Board Calendar – Toni

- The board calendar keeps track of board meetings, monitoring, and reporting schedules.
- After the Annual Meeting, the board will certify the election results.

Board Training – Christine

- Christine and Toni described content and importance of available [Columinate trainings](#).
- IGM John recommended the Policy Governance series.
- Christine recommended the recordings from the recent CCMA conference.
- Toni presented date options for the upcoming one day board retreat with Ben Sandel.
- The board discussed whether to renew the Columinate [Cooperative Board Leadership Development \(CBLD\) program](#) for the coming year. Toni will check on the availability of a possible preferred consultant.

Other Business

GM Search

- Toni gave an update on resumes received.
- The position is listed on Indeed and LinkedIn.
- The Search Committee will prepare for interviewing selected applicants.

Closing Guest Comments

- Matt inquired whether as a board candidate he was eligible to participate in the CBLD online trainings. Toni affirmed and will facilitate.
- Matt suggested a framing strategy for a proposed email celebrating reaching 4,500 owners.
- Matt asked about posting of the meeting minutes. Toni will follow up.

Meeting adjourned at 7:27 p.m.

Minutes submitted by Margaret Kertess