

MINUTES FROM THE LEXINGTON CO-OPERATIVE BOARD MEETING
October 4, 2021 at via Virtual Conference Call

Attendance: Matt Caldiero, Hope Hoetzer-Cook (7:06pm) Derek Bateman (7:11pm), Alison Wilcox-Lanfear, Valerie Rettberg-Smith (7:13pm), Marissa Pace, Patrick Finan (to 9:00pm), Heather Lazickas, Rita Jones **Staff Members:** Tim Bartlett, Amanda Cammarano, Seth Brown, Elizabeth Vealey, Tanya Carney **Candidates:** Christina Masucci, Domenic Licata, Ethan Cox **Owners:** Duncan Mills **Consultants:** Brian Dahlk (7:21-8:11pm)

Marissa Pace called the meeting to order at 07:03 PM and reviewed the agenda.

Agenda Item	Discussion/Documents Reviewed	Board Action
Review Agenda	Board reviewed the following document: <i>October 4, 2021</i>	
Owner Observers	Three board candidates and owner Duncan Mills were present to observe the meeting.	
Conflict of Interest Disclosure	No conflicts	
BOD Calendar	<p>The Board reviewed the BOD calendar.</p> <ul style="list-style-type: none"> - Next Board meeting on November 1, 2021 - Annual Meeting will be held on October 14 at 7pm - Election closes at 11:59PM on October 14, results by October 22 	
Minutes	<p>The Board accepted the September Minutes as written.</p> <p>Motion: Alison Wilcox-Lanfear, Second: Heather Lazickas. Vote: 7-0, Motion Passed.</p>	
GM Report Discussion and Audit Discussion	<p>General Discussion: Tim discussed current staffing struggles in hiring and keeping quality employees, introduced a new demo program that will launch at the Hertel store, discussed the re-opening of the Hertel Salad Bar and future kitchen plans</p> <p>Audit Discussion: Auditor was pleased to see how organized and prepared we were for the annual audit as well as the financial rebound we have had. Recommendations included improving our cash disbursement process, strengthening payroll controls, formalizing the documentation around cash audits. There were no inefficiencies found, which is the highest mark an organization can receive in an audit.</p>	
Board Work + Development	<p>Election Update: We have 954 votes to date. This is pacing behind 2020 by about 75 votes at this point in the election. Elections Committee will be documenting the election cycle so next year's committee is prepared.</p> <p>Board Work: Heather put forth a plan to amend board policies. She will be forming a committee to create a policy change slate, which will move to the full board for approval. Board Officer elections will be held in November.</p>	
Executive Session	<p>Motion to enter executive session at 8:41pm. Motion: Alison Wilcox-Lanfear Second: Patrick Finan Vote: 9-0</p> <p>Attendance: Matt Caldiero, Hope Hoetzer-Cook, Derek Bateman, Alison Wilcox-Lanfear, Valerie Rettberg-Smith, Marissa Pace, Heather Lazickas, Patrick Finan, Rita Jones Staff Members: Tim Bartlett, Elizabeth Vealey</p> <p>Financial matters were discussed. No matters were voted on.</p> <p>Patrick Finan exited Executive Session at 9:00pm.</p> <p>Motion to adjourn executive session at 9:04pm. Motion: Valerie Rettburg-Smith, Second: Hope Hoetzer-Cook Vote: 8-0</p>	
B4: Financial Condition Vote	<p>B4: Annual Financial Condition</p> <p>Motion to approve the B4 Report and audit in draft form.</p> <p>Motion: Derek Bateman, Second: Alison Wilcox-Lanfear, Vote: 8-0. Motion Passed.</p>	
Adjournment	<p>Meeting was adjourned at 9:06pm</p> <p>Motion: Marissa Pace, Second: Hope Hoetzer-Cook, Vote: 8-0</p>	

Respectfully submitted by Amanda Cammarano and Hope Hoetzer-Cook on October 5, 2021