

Rising Tide Co-op
Damariscotta, ME
Board Meeting Minutes
January 30, 2024 (5:30 pm-7:25 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neal, Vice President; Beth Polhemus, Treasurer; Hide Mizuno, Secretary; Tammy Lee; Sam MacGown; Rebekah Mende; Deb Singer; Graham Walsh

Store representative: Heather Burt, General manager

Other participants: None

Member- Owner Comments: None

Agenda:

The meeting was called to order at 5:30 pm; a quorum was present.

Approval of board minutes: Move and seconded(Walsh and Lee): to approve the minutes of the December 19, 2023 board minutes with one revision (officer’s title correction). Motion carried.

Committee Reports:

Nominating Committee

- CBLD 101 course on January 20 was attended by many board members.

Governance Committee

- The Governance committee sent out a survey to arrange an all-day meeting and chose Saturday, March 9, 9 am-3 pm). The meeting venue will be announced later. Topics related to the Policy Register that was revised in 2021 and approved in May 2022 will be discussed.

Board Self-evaluation:

Self-evaluation questions were sent to all board members and the results were compiled. The overall ratings were better than last year. The comments section was felt to be more useful than simply evaluation numbers, and each comment will be reviewed in order to inform discussion and implement any necessary changes.

Approval of C- Global Governance Commitment report:

Moved and seconded (Walsh and MacGown): To approve the C-Global Governance Commitment report with one correction (“Member Owner Appreciation Week” to Celebrate Local event). Motion carried.

General Manager’s Store Report:

Heather reported on the 2023 full year results and t2024 January sales to-date(+10.7%).

Margin growth outpaced sales growth and that was very good news. Good December 2023 results helped the whole year to end in profit, with significantly better sales and profit margins.

Board members congratulated Heather on the excellent results she presented.

Adjournment for Executive Session:

A motion was made (Polhemus and O'Neal) and carried to adjourn the regular meeting.

Executive Session:

The board discussed the formal evaluation letter prepared by the officers and Laurie Bouchard, Human Resource Consultant, and previously discussed with the General Manager. The board discussed Columinate provided comparative payroll information for General Managers of similar sized cooperatives.

The Executive Session ended, and the Board meeting re-opened.

Board Meeting:

Motion made and carried (Ross and Polhemus) to approve the General Manager's evaluation and recommended compensation for 2024 as discussed in the Executive Session.

Adjournment:

The meeting ended at 7:25 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
February 27, 2024 (5:31 pm–6:31 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neal, Vice President; Beth Polhemus, Treasurer; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Rebekah Mende, Deb Singer, Graham Walsh

Store representative: Heather Burt, General manager

Other participants: none

Member- Owner Comments:

Ms. Linda White came to the meeting to learn about the board’s current activities.

Agenda:

The meeting was called to order at 5:31 pm; a quorum was present.

Approval of board minutes: Moved and seconded (Walsh and MacGown): to approve the minutes of the January 30, 2024 board minutes, with board members’ name corrections. Motion carried.

Committee Reports:

Governance Committee

- The Governance committee booked a venue for the retreat on Saturday, March 9, 9 am-3 pm. It will be the same location as last year (Congregational Church of Bristol).

Nominating Committee

- Nothing to report. The committee plans to meet on February 28.

General Manager’s Store Report:

Heather reported on the January and February sales to-date (+6.4% / +12.1%).

The-January net income and transaction numbers were also strong. The average number of items purchased per sale was slightly smaller than last year’s; this was likely because of the increased sales in prepared foods.

B-1 Report:

Heather presented the B-1 report in-compliance, with better-than-expected November and December 2023 sales. She also highlighted the partial prepayment of long term debt.

Approval of B-1 report: Move and seconded (Polhemus and Singer): to approve the B-1 report. Motion carried.

2024 budget:

Heather presented the 2024 budget proposal, based on the following assumptions:

- 6+% sales growth
- Managed wage growth at 4+% level. Not to hire an HR manager, but recruit a finance manager and a center store manager.
- Moderate capital expenditures that can be financed by operating cash flow without borrowing.

Move and seconded (Walsh and MacGown): to approve the 2024 budget. Motion carried.
The board praised Heather's well-prepared and thorough budget plan.

New Business:

Board members are encouraged to participate in these Maine events:

- April 6 "Principle-6" event in Augusta
- May 31–June 1 "CCMA" event in Portland

Adjournment:

A motion was made (Walsh and Polhemus) and carried to adjourn the regular meeting.
The meeting was adjourned at 6:31 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
March 26, 2024 (5:30 pm–6:27 pm)

Attendance:

Board members present: Ed Ross, President; Beth Polhemus, Treasurer; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Rebekah Mende, Deb Singer, Graham Walsh
Store representative: Heather Burt, General manager
Other participants: none

The meeting was called to order at 5:31 pm; a quorum was present.

Approval of board minutes:

Moved and seconded (Polhemus and Lee): To approve the minutes of the February 27, 2024 board minutes. Motion carried.

Board Self Evaluation:

The board discussed 1–3 of the 2024 board self-evaluation questions:

1. *Practice, protect, promote, and perpetuate a health democracy for our Cooperative.*
 - a. *Establish and maintain communication with member-owners, educating ourselves on diverse needs and perspectives and reporting on the Board's activities and decisions.*
2. *Hire, set compensation for, delegate responsibility to, and hold accountable the general manager.*
3. *Assign responsibilities through written policies in our policy register in a way that honors our commitment to empowerment and clear distinction among roles.*

For question 1, the 2024 score was higher than that of 2023, but lower than the scores of the other questions. This topic will be discussed at the next Officers' Meeting.

For question 2, the 2024 score improved significantly as compared with the one from 2023.

For question 3, both the 2023 and 2024 scores were high.

Committee Reports:

Governance Committee

The Governance Committee reviewed the “Ends” policy statement and recommended revising the statement to read:

“Rising Tide, a retail grocery co-op, exists to strengthen our community and the local economy.

Our community includes member owners, non-member customers, employees, local farmers and suppliers, the greater community, and community partners.”

Approval of the “Ends” policy statement revision:

Moved and seconded (Mizuno and Graham): To approve the new statement. Motion carried.

The Governance Committee was asked to study the ways to publicize the statement.

Nominating Committee

The committee met and discussed the committee charter. The committee will meet once a month.

General Manager’s Store Report:

B-7 Report:

Heather reported that the B-7 report was in compliance.

Approval of B-7 report: Move and seconded (Polhemus and Singer): to approve the B-7 report. Motion carried.

Heather reported that sales growth held steady in February and March to date (February was up by 17%). The other numbers were higher than those of last year.

Director Mende reported that she is having problems using Microsoft 365. Some other board members agreed. We need to arrange a training session with Sergio.

Restated Article of Incorporation:

Heather requested that the board approve the Restated Articles of Incorporation, which was revised following a recommendation from the IRS. The form has no tax implications.

Moved and seconded (Lee and Polhemus): To approve the Restated Article of Incorporation. Motion carried.

New Business:

Board members are encouraged to participate in these Maine events:

- April 6: “Principle-6” event in Augusta

- May 30: “CCMA” store visit (A “Coop Maine Food Tasting Tent” will be set up in the parking lot.)
- May 31–June 1: “CCMA” event in Portland

Adjournment:

The meeting was adjourned at 6:27 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
April 30, 2024 (5:30 pm–6:56 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neill, Vice President; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Rebekah Mende, Deb Singer, Graham Walsh (via Zoom with no sound in the first 12 minutes)

Store representative: Heather Burt, General Manager (GM)

Other participants: none

The meeting was called to order at 5:30 pm; a quorum was present.

Approval of Board Minutes:

Moved and seconded (MacGown and Lee): To approve the minutes of the March 26, 2024 board minutes. Motion carried.

Board self-evaluation:

The board discussed 4–7 of the 2024 board self-evaluation questions:

4. Monitor GM’s performance in the areas of Ends and Executive Limitations

4 and 5 are similar questions.

5. Evaluate our performance in comparison to Board Process and Board-Management Relationship Policies.

The board felt that this is done regularly and rigorously.

6. Perpetuate the Board’s leadership capacity using robust recruitment, qualification, and nomination processes; thoughtful appointments; fair elections; and ongoing education and training.

Though it was not part of a concrete plan, the current board represents from a broadly diverse collective skill set, with members who bring their varied backgrounds and abilities to their roles.

7. Other duties

A new self-evaluation should be planned for next year to compare with the results from this year.

C-2, C-3 Reports

Both are in compliance, but comments were added that the Nominating Committee needs a clear process for recruiting, interviewing and integrating new board members into the board.

President Ross stressed the importance of maintaining the annual calendar and the effectiveness of holding the Officers' Meeting a week after the board meeting, to set the agenda for the following month's board meeting.

Moved and seconded (Mende and MacGown): To approve the C-2 and C-3 reports with revised comments.

Board Communication with Member-owners

Several board members attended the P-6 Conference and learned about a good practice from the Blue Hill Co-op, which interviews both employees and past board members. The Rising Tide board will make plans to interview past board members.

The board recognized that it is responsible for making board minutes available to member-owners.

Committee Reports:

Governance Committee

The Governance Committee has accomplished a lot, and while they are reflecting on what they can do next, they've been asked to identify a cool coop in each region and report back on it to the board, with the idea being that other coops can be great sources of inspiration for ours.

Nominating Committee

The committee submitted the discussion notes from its April 2 meeting and reported on what needs to be done to help new board members acclimate to the organization and their roles in it.

General Manager's Store Report:

B-8, B-9 Reports:

Heather reported that the B-8 and B-9 reports were in compliance.

Approval of B-8 and B-9 reports: Moved and seconded (Singer and Walsh): To approve the B-8 and B-9 reports. Motion carried.

Heather reported that sales continue to grow steadily in the first quarter of 2024 and that net income was much better than the budget forecast.

The new kitchen equipment is in place and functioning. Unfortunately, the hot bar has had to close at 3 pm because of short-staffing.

New Business:

Board members are asked to participate in the May 3 Celebrate Local event from 5 to 7 pm, but to arrive by 4:30 pm.

The annual meeting is planned for June 5 at 5:30 pm.

Adjournment:

The meeting was adjourned at 6:56 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
May 28, 2024 (5:34 pm–6:42 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neill, Vice President; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Rebekah Mende, Deb Singer, Beth Polhemus, Graham Walsh (via Zoom)

Store representative: Heather Burt, General Manager (GM)

Other participants: none

The meeting was called to order at 5:34 pm; a quorum was present.

Approval of Board Minutes:

Moved and seconded (MacGown and Singer): To approve the minutes (with one revision) of the April 30, 2024 board minutes. Motion carried.

C-4 Board Meeting Policy:

The C-4 report is in compliance.

Moved and seconded (Mizuno and Polhemus): To approve the C-4 report.

General Manager’s Report:

Heather reported April sales and commented that the strong sales trend continues despite the setback in prepared food.

CCMA participants will be visiting Rising Tide on Thursday, May 30.

A job offer was presented to a candidate for the position of store manager and it was accepted. A background check will be conducted before the hiring is finalized.

The Governance Committee was asked to examine topics related to the membership fee.

B-1 Report:

Heather presented her B-1 Report (Q1 2024). It shows sales growth in many areas, indicating that Rising Tide is becoming a full-service store for many of its members and the rest of the community.

Moved and seconded (Polhemus and Lee): To approve the B-1 report.

Annual Financial Review 2023:

Heather presented the Summary Financial Statement for 2023.

Moved and seconded (Mizuno and Polhemus): To approve the 2023 Summary Financial Statement as presented.

Capital Expense:

Heather presented a cost estimate for replacing the old meat refrigerator, which is eight feet wide, with a new 10-foot unit.

Moved and seconded (MacGown and Polhemus): To approve a capital expenditure of \$57,216 + 10% contingency allowance for a new meat refrigerator.

Committee Reports:

Governance Committee

The Governance Committee met on the afternoon of May 28. The committee reported back on some cool coops operating elsewhere in the country, but noted that most of the other coops are very similar to Rising Tide.

Nominating Committee

The Nominating Committee met on May 7. They reported that two board directors will finish their terms this year. Director O'Neill has expressed his intention to run for reelection and Director Mizuno has expressed his intention not to run for reelection.

The Committee is preparing a list of questions to put to board candidates.

New Business:

Rising Tide needs to renew its authorization to take part in the USDA's Supplemental Nutrition Assistance Program (SNAP).

Moved and seconded (Graham and MacGown): To authorize Heather Burt, General Manager of Rising Tide, to represent the board on SNAP-related issues and responsibilities.

Adjournment:

Moved and seconded (Ross and Lee): To adjourn the meeting at 6:42 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
June 25, 2024 (5:30 pm–6:32 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neill, Vice President; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Deb Singer, Beth Polhemus, Graham Walsh
Store representative: Heather Burt, General Manager (GM)
Member-Owner (M-O) attendee: Kim Odell

The meeting was called to order at 5:30 pm; a quorum was present.

Approval of Board Minutes:

Moved and seconded (Polhemus and Singer): To approve the minutes of the May 28, 2024 board minutes. Motion carried.

Annual Meeting Report:

President Ed Ross reported that the June 5 Annual Meeting had seven board members and the General Manager in attendance. While member-owner attendance was sparse, those present asked meaningful questions and made positive comments about the store and staff.

General Manager’s Report:

Heather and the other board member participants in the CCMA conference reported on their experience at the conference. They noted that it was a valuable educational experience. Sean talked about the General Manager of the River Valley Co-op in Northampton, Massachusetts, who is trying to establish a childcare facility in order to recruit employees. Deb talked about PCC Community Markets in Seattle, which is active in regenerative agriculture.

Heather reported that Bill, the Customer Experience Manager, was recently hired.

Year-to-date sales growth was 6.8%, and other indicators also showed positive business trends despite the scaling-down of prepared food operations.

Committee Reports:

Governance Committee

The Governance Committee did not meet this month. It will start meeting again in August.

Nominating Committee

The Nominating Committee reported that the committee is working on a marketing plan to attract board candidates. The committee will meet with the store marketing team to work on generating interest in serving on the board.

New Business:

None. The M/O attendee made no comments.

Adjournment:

Moved and seconded (Walsh and MacGown): To adjourn the meeting at 6:32 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
August 27, 2024 (5:30 pm–6:32 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neill, Vice President; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Deb Singer, Beth Polhemus, Rebekah Mende, Sean O’Neill, Graham Walsh

Store representatives: Heather Burt, General Manager (GM), Mike Runco

Member-Owner (M-O) attendee: Sofia Doe

The meeting was called to order at 5:30 pm; a quorum was present.

Approval of Board Minutes:

Moved and seconded (Polhemus and Lee): To approve the minutes of the June 25, 2024 board minutes. Motion carried.

Summer Update

Board members shared their summer events.

Heather presented 2023 Impact Report that was published in the Lincoln County News.

C-6 Officers’ Roles

Ed described the officers’ roles and responsibilities and encouraged board members to contact Secretary if they are interested in serving in this capacity.

Moved and seconded (Graham and Mende): To approve the C-6 Report.

General Manager’s Report:

Heather and Mike presented and explained the following reports: store report, B-1 Report (Financial Condition and Activities), B-6 Report (Staff Treatment and Compensation), and Employee Survey. Both B-1 and B-6 reports are in compliance.

Sales and profitability remain positive despite setbacks in the prepared food operations.

Heather explained that many changes are taking place now: student worker departures and new managers being hired and starting work.

Mike explained that the lower scores in the survey were due to the many organizational changes taking place at the time the survey was conducted. Management has realized that they need to improve training after the initial on-boarding training period.

Moved and seconded (Graham and Lee): To approve the manager's reports.

Committee Reports:

Governance Committee

The Governance Committee did not meet this month. It will start meeting again in September. Heather suggested that people look over Columinate's professional development and strategic planning topics.

Nominating Committee

The Nominating Committee met potential candidates at a meet-and-greet event. There are now three prospective candidates and two are interested.

New Business:

None. The M-O attendee made no comments.

Adjournment:

Moved and seconded (MacGown and O'Neill): To adjourn the meeting at 6:32 pm. The September meeting will be held on September 17, a week earlier than usual.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
September 17, 2024 (5:26 pm–6:24 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neill, Vice President; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Deb Singer, Beth Polhemus, Graham Walsh
Store representative: Heather Burt, General Manager (GM)

The meeting was called to order at 5:26 pm; a quorum was present.

Approval of Board Minutes:

Moved and seconded (Walsh and Singer): To approve the minutes of the August 27, 2024 board minutes. Motion carried.

C-7 Board Committee Principles and C-8 Governance Investment

Ed explained this year’s activities and accomplishments related to the C-7 and C-8.

Moved and seconded (Polhemus and MacGown): To approve the C-7 and C-8 reports that are both compliant. Motion carried.

Committee Reports:

Governance Committee

The Governance Committee met prior to this board meeting and decided to work on improving communication among the board members. This would include setting up an easily accessible online board calendar that includes Columinate’s training schedule and better electronic work environment for communication and document archive. Ed reminded that it is Board Secretary’s responsibility to maintain the board calendar. Sean replied that Board Secretary would be a part of the Governance Committee to satisfy this requirement.

Nominating Committee

The Nominating Committee reported final board candidates: 2 incumbents (Sean and Hideaki) and 1 new (Sofia Doe). Beth explained Sofia’s motivation and backgrounds positively.

Moved and seconded (Polhemus and Ross): To approve the 3 candidates mentioned above to be on the ballots. Motion carried.

General Manager's Report:

Heather reported that the Hot Bar has reopened, thanks to Bill who took the responsibility of managing it. Even though it is a soft opening, it is now open Monday through Friday till 5 pm.

More cash (\$300K) was added to Bangor Savings investment account.

A new meat cooler will be installed on October 14.

Heather asked board members to help the Apple Tasting event on September 28, 11 am – 1 pm and the Celebrate Local event on October 4, 5 – 7 pm. She also asked board member to be a part of PR video.

Heather presented B-3 (Asset Protection) which was in compliance. Ed asked if Rising Tide is adequately protected against cyber liability. Heather and Sam explained that Rising Tide does not store any card account information and communication with the credit card processor is securely encrypted.

Moved and seconded (Walsh and O'Neill): To approve the manager's reports.

New Business:

October meeting will be held on October 29 and this will be the last meeting of the current board.

Adjournment:

Moved and seconded (Lee and Singer): To adjourn the meeting at 6:24 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
October 29, 2024 (5:30 pm–6:48 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neill, Vice President; Hide Mizuno, Secretary; Tammy Lee, Sam MacGown, Deb Singer, Beth Polhemus, Graham Walsh
Store representative: Heather Burt, General Manager (GM)
Visitors: Good Tern Co-op (Rockland) general manager, Erin Donovan; board president, Stefan Durham

The meeting was called to order at 5:30 pm; a quorum was present.

Approval of Board Minutes:

Moved and seconded (Polhemus and O’Neill): To approve the minutes of the September 17, 2024 board minutes. Motion carried.

General Manager’s Report:

- Heather reported that the new meat refrigerator has been installed and the Hot Bar is now open till late afternoon.
- \$12,186 in profit-sharing funds were distributed to employees. This represents 20% of the previous quarter’s net income above what was anticipated in the budget.
- A new HR Administrative Assistant was hired
- Heather presented the B-1 and 2 (Global Executive Constraint) reports and B-4 (Member Ownership) report; they were in compliance.
- Moved and seconded (Mizuno and Polhemus): To approve the manager’s reports.

Committee Reports:

Governance Committee

The Governance Committee met prior to this board meeting and discussed ways of facilitating communication among board members. Tammy recommended using Microsoft Team for the shared calendar and chat-type communication apps. Tammy volunteered to test the Team calendar and demonstrate its functions at the next board meeting.

Nominating Committee

The Nominating Committee met on October 1 and discussed the voting process and training for new board members. The Nominating Committee will work with the Rising Tide marketing team for better communicating with the Member-Owners and potential board candidates. A meet-and-greet event will take place on November 11, 5:30 pm (EST) at Bred-in-the-Bone.

Appreciation for board members rotating off the board and the new slate of officers

President Ross expressed his appreciation to the board members who are rotating off the board, including Graham Walsh for his service since 2018 and who is not seeking re-election, and Hide Mizuno and Sean O'Neill who completed their terms and were willing to stand for re-election.

President Ross presented his plan for officer appointments for the new term that starts in December:

President: Ed Ross; Vice President: Sam MacGown; Treasurer: Beth Polhemus; Secretary: Sean O'Neill.

Any board member who wishes to assume any officer position is still encouraged to contact the current Secretary.

D Reports (Global Board Management)

- Ed presented the D-1 and D-2 reports on global board management.
- Heather noted that from her point of view, there were positive relations with the board relationship.
- The board discussed how board members can handle grievances from the employees or the member-owners.
- Moved and seconded (Lee and MacGown): To approve the D-1 and D-2 reports that are both compliant. Motion carried.

General Manager Evaluation

Ed went over his plan for the GM evaluation, which will be carried out during January 2025 with guidance from and in close collaboration with Laurie Bouchard.

New Business

For next year's budget, the board will determine if the current subscription plan with Columinate for online training, which costs \$8,000 per year, can be justified. Heather will study other options.

Adjournment:

Moved and seconded (MacGown and Lee): To adjourn the meeting at 6:48 pm.

Rising Tide Co-op
Damariscotta, Maine
Board Meeting Minutes
November 19, 2024 (5:30 pm–6:45 pm)

Attendance:

Board members present: Ed Ross, President; Sean O’Neill, Vice President; Hide Mizuno, Secretary; Tammy Lee, Deb Singer, Beth Polhemus, Sofia Doe
Store representative: Heather Burt, General Manager (GM)

The meeting was called to order at 5:30 pm; a quorum was present.

Approval of Board Minutes:

Moved and seconded (Singer and Polhemus): To approve the minutes of the October 29, 2024 board minutes. Motion carried.

General Manager’s Report:

- Heather reported that she is waiting for quotes for the produce department coolers that broke down. She also reported that the front entrance doors need to be replaced in the near future.
- Heather presented the B-1 report that indicates a small sales increase but strong net income growth and improving debt-equity ratio this year. The slow sales growth was attributed to the lack of prepared food sales earlier this year. Now that prepared food sales are returning to their previous levels, we can anticipate better sales growth going forward.
- Improving the debt-equity ratio and increasing cash in hand would prompt both the management and the board to think about how to use the cash: either debt reduction or investment in the business, over and above keeping adequate cash reserves.

Moved and seconded (Polhemus and Lee): To approve the manager’s B-1 report. Motion carried.

Committee Reports:

Governance Committee

The Governance Committee reported that the committee has been working on understanding the functions of Microsoft Team. Tammy Lee will be working on the MS Teams settings and the permission structure. At the December board meeting, the committee will present some simple features of MS Teams, so board members are encouraged to have MS Teams installed on their devices (computer and/or smartphone) in advance.

The Governance Committee also asked all committees to review and update the committee charter in December.

Nominating Committee

The Nominating Committee met on November 11 and conducted an orientation session for the new board member, Sofia Doe.

Sofia will attend both committee meetings before deciding which one to serve on next year.

Election of Officers

With no new candidates on the slate presented in October, the board voted to approve the new officers:

President: Ed Ross; Vice President: Sam MacGown; Treasurer: Beth Polhemus; Secretary: Sean O'Neill.

Moved and seconded (Ross and O'Neill): To elect the new officers as presented above. Motion carried.

General Manager Evaluation

Ed went over his updated plan for the general manager evaluation, which will be carried out during January 2025 with guidance from and in close collaboration with Laurie Bouchard. In mid-January, all board members will be asked to provide their feedback.

Adjournment:

Moved and seconded (O'Neill and Lee): To adjourn the meeting at 6:45 pm. Motion carried.

Rising Tide Co-op

Board Meeting Minutes

December 17, 2024

Attendance:

Board members present: Ed Ross, Sam MacGown, Sean O'Neill, Beth Polhemus, Rebekah Mende, Hide Mizuno, Tammy Lee, Deb Singer, Sofia Doe
Store Representative: Heather Burt, General Manager

The meeting was called to order at 5:30 pm; a quorum was present.

Approval of Board Minutes:

A motion was made to approve the minutes of the November 19, 2024, board meeting, Moved, and seconded (Polhemus and Doe): board minutes. Motion carried.

General Manager's Report:

- Heather Burt reported on the status of quotes for the new coolers and installation complexities. The desired installation is in April or May.
- Distribution of 3rd quarter profit sharing was completed.
- Ongoing staffing challenges as people are calling in sick and taking medical leave.
- A new prepared foods employee started today.
- An employee for HR and admin roles was hired.
- An updated Employee Handbook will be distributed in January; it contains an adjusted wage scale and benefits policy changes. The medical insurance carrier is unchanged.
- Store sales are in flux, Member Owner Appreciation Week (MOAW) broke even with the previous year. Total sales for the week increased by \$10,000 - \$15,000.
- A general concern expressed about preparation for the December holidays.
- A Five Counties Credit Union representative interviewed 15 customers about the possibility of a partnership credit card.

Committee Reports:

Governance Committee

- Still working toward adopting Teams for board communications.

Nominating Committee

- A new committee member, Sofia Doe, was welcomed last month.
- P6 is on Saturday, May 3rd.
- Celebrate Local is May 2nd.
- Hide Mizuno noted a potential new board member.

Old/New Business:

Committee Chair Nominations

Tammy Lee as Chair of the Governance Committee

Moved and seconded (O'Neill and MacGown) and passed.

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Deb Singer as Chair of Nominating Committee

Moved and seconded (O'Neill and MacGown) and passed.

Treasurer's report from Beth Pohlemus

- \$2650 under budget for 2024
- The 2025 CCMA budget for travel is more reflective of the 2023 budget as it will be in Duluth, MN (May 29-31) and not in Portland, ME. as it was in 2024.
- Discussion around not renewing Columinate and allocating some of that funding to Board Member recruitment.
- Total budget for 2025 is about 28k, which is about 5k above the 2024 budget
- Motion to accept a 2025 Board Budget totaling \$28,459.04 was made and seconded (Polhemus and Mizuno) and passed

Ed Ross reviewed an updated plan for the general manager's evaluation, which will be conducted during January 2025 with guidance from and collaboration with Laurie Bouchard.

Ed Ross went over the Directors Code of Conduct that everyone has signed. Deb Singer noted she works with Food Huggers, which has products sold at RT. The Board and management expressed approval of the fact.

Adjournment:

A motion to adjourn was moved and seconded (O'Neill and Lee) and passed.

The meeting adjourned at 7:00 pm.

Sean O'Neill
Secretary