



Rising Tide Co-op

Board Meeting Minutes


 February 25, 2025

Attendance:

Board members present: Ed Ross, Sam MacGown, Sean O'Neill, Hide Mizuno, Tammy Lee, Deb Singer, Sofia Doe.

Remote attendees (via Microsoft Teams): Rebekah Mende, Beth Polhemus.

Store Representative: Heather Burt, General Manager.


 Meeting called to order at 5:30 PM. A quorum was present.

1. Approval of Board Minutes

Motion: Approve the January 28, 2025, board meeting minutes.

Moved by: Sam MacGown, seconded by: Deb Singer  Motion carried unanimously.

Motion: Approve the February 4, 2025, board meeting minutes.

Moved by: Sofia Doe, seconded by: Tammy Lee  Motion carried unanimously.

2. General Manager's Report

Heather Burt provided updates on store operations:

- Cooler Installation: Deposits have been made in full for the new coolers. UNFI has been contacted regarding new display units. Northeast Mechanical will confirm final installation timing. The coolers will be delivered through the front window, requiring temporary wall removal and rebuilding, which is a more cost-effective option.

- Financials: January financial reports are delayed due to the transition to a new FMS accountant. The new accountant has been highly responsive, ensuring a smoother process going forward.

3. Financial & Budget Reports (B1 & B2)

B1 (4th Quarter 2024 Year-End Financials): Heather Burt addressed board members' questions. The store's financial health remains strong.

B2 (Budget Compliance Report): The budget, approved in a previous meeting, remains in compliance with opportunities for growth and expansion.



Motion to accept B1: Moved by: Hide Mizuno, seconded by: Deb Singer ✓ Motion carried unanimously.

4. Committee Reports

Governance Committee

- The committee met earlier today and reviewed proposed updates to the Committee Charter.
- Duties section has been updated.
- The onboarding process for new board members will now involve both the Governance and Nominating Committees.
- The remainder of the charter remains largely unchanged.
- Next Steps: Tammy Lee will share the updated document in Teams, and a vote will take place next month.

Nominating Committee

- Beth Polhemus presented on the updated Nominating Committee Charter.
- Minor changes were made to the Duties section.
- Candidate Evaluation Criteria Addendum needs to be updated.
- Sam MacGown inquired about a structured onboarding process for new board members; currently, no formal process exists.
- Next Steps: Approval of updates will be postponed until a clear onboarding plan is defined.
- 📌 By next month, board members up for renewal must confirm their decisions: Tammy Lee, Deb Singer, Beth Polhemus, and possibly Hide Mizuno.

5. C2 and Board Self-Evaluation

- Ed Ross reported that C2 is in compliance across all seven sections.
- Tammy Lee suggested further discussion on Section 1, specifically how other co-ops and nonprofit board's structure similar policies.

Motion to accept C2 compliance report: Moved by: Sam MacGown, seconded by: Rebekah Mende ✓ Motion carried unanimously.

- 📌 Self-Evaluation Update: Ed Ross will distribute the annual board self-evaluation survey in the next two weeks.



6. Old & New Business

📌 Old Business: None.

📌 New Business:

- Annual Board Meeting Date:

- Proposal: Saturday, April 26, 2025, at 10:00 AM.

- Motion to approve: Moved by: Hide Mizuno, seconded by: Sofia Doe Motion carried unanimously.

7. Adjournment

Motion to adjourn: Moved by: Tammy Lee, seconded by: Sam MacGown Motion carried.

📌 Meeting adjourned at 6:53 PM.

📌 Additional Note: A brief tutorial on Microsoft Teams was held after the meeting for those who stayed.