

**Rising Tide Co-op**  
**Board Meeting Minutes**  
**January 28, 2025**

**Attendance:**

*Board members present:*

Ed Ross, Sam MacGown, Sean O'Neill, Beth Polhemus, Hide Mizuno, Tammy Lee, Deb Singer, Sofia Doe, and Rebekah Mende via Microsoft Teams video link  
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 December 17, 2024 board meeting minutes. Moved, and seconded (Polhemus and Doe). Motion carried.

**General Manager's Report:**

- Heather provided a general overview of ongoing staffing at RT. There is some staff turnover, but there is also a great pool of candidates applying for positions.
- Heather provided a brief snapshot of 2024 Monthly Key Indicators including sales, net income, transactions, basket size, and equity payments
- Outlook for prepared foods is positive with growth targets surpassing totals from 2023
- Heather will present a proposal on the new coolers at the February 4 special board meeting.
- Heather provided a brief overview of the assumptions regarding the 2025 budget that will be distributed to board members later this week and discussed further at the officers' meeting on Tuesday, February 4th

**Committee Reports:**

*Nominating Committee*

- Deb presented an updated Charter for the committee and discussed the rationale for the updates
  - Asked directors to review and make suggestions
  - Proposed to vote on the updated Charter at the February 2025 Board Meeting
- 2 current board candidates will be invited to the P6 conference.
- Committee will work with RT marketing to piggyback on the Year of the Coop

Minutes (continued)

### *Governance Committee*

- Met earlier today and will provide an updated Charter at the February 2025 Board Meeting
- Tammy provided an overview of Microsoft Teams including
  - Calendar
  - Teams (RT Board Members, Officers, Committees)
- There will be ongoing education around the usage of Teams and Board Members are encouraged to explore and ask questions within Teams over the next month

### **D4 and D5:**

- Ed reported that we are not in compliance with 1A of the D4, but in compliance with the remainder of D4.
  - Ed moved to approve, Sam seconded, motion passed
- Ed, in compliance with the D5
  - Beth moved to approve, Tammy seconded, motion passed

### **Old/New Business:**

- None of note

### **Adjournment:**

A motion to adjourn was moved and seconded (Beth and Deb). Motion passed.  
The meeting adjourned at 6:55 pm and went into executive session to discuss GM annual review and compensation

Ed called the meeting back to order


A motion to vote on the approval of the compensation package discussed during the executive session was made by Sam and Beth seconded the motion. All Board members voted to approve the compensation package.

The meeting ended at 7:45 PM.



## 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.



## Rising Tide Co-op

### Board Meeting Minutes


 March 25, 2025

#### Attendance:

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

Remote attendees (via Microsoft Teams): Member-owner Bear Geister.

Store Representative: Heather Burt, General Manager.

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

#### **Brief conversation with Bear about his background and interest in the co-op.**

#### 1. Approval of Board Minutes

Motion: Approve the February 25, 2025, board meeting minutes.

Moved by: Sam MacGown, seconded by: Hide Mizuno  Motion carried unanimously.

#### 2. General Manager's Report

Heather Burt provided updates on store operations:

- Including stats comparing Mango sales in March. Hot bar had its best week ever and great things occurring in the kitchen in general.

- Cooler Installation: The coolers will now be installed the 1<sup>st</sup> or 2<sup>nd</sup> week of June. This is later than preferred, but manageable. It looks like store closing for 2 or 3 days and then another day or two ramping operations back to full capacity (coolers need time to get up to temp before goods set out).

#### 3. Communications to the Board (B7)

B7 (Communication to the Board): Heather marked as in compliance.

Motion to accept B1: Moved by: Sophia Doe, seconded by: Deb Singer  Motion carried unanimously.



#### 4. Committee Reports

##### *Governance Committee*

-Brief discussion around the Zoom call as well as the meeting today immediately preceding the Board meeting.

Committee Charter update in the works

##### *Nominating Committee*

- Deb Singer presented updates

- Discussion around role of committees in onboarding process. Who is responsible for educating the new Board members on technology, governance, etc. Overall, the nominating committee will oversee the process, but the governance committee will also educate when requested.

-Charter (connecting to members and recruitment process were updated)

-Board candidate packet (19 pages) that has lots of information on co-ops (roadmap of sorts) and is being reviewed by RT for final approval.

-3 potential candidates for the Board (3 open slots)

#### 5. C2 and Board Self-Evaluation (continued from February meeting)

- Ed Ross reported that C2 is in compliance across all seven sections.

Motion to accept C2 compliance report: Moved by: Ed Ross, seconded by: Sam MacGown

Motion carried unanimously.

- Self-Evaluation Update: Two areas of concern brought up in comments. Question 1 and Question 6.

#### 6. Old & New Business

📌 Old Business: None.

📌 New Business: Sophia discussed her thoughts on the seminar (John Steinman) that she attended. Deb also attended and mentioned the importance of local food systems, especially in the current climate.

HB—agenda for the Annual Meeting needs to be within the context of a Board meeting rather than a committee meeting for approval

- Motion to approve: Moved by: Sam Macgown, seconded by: Hide Mizuno  Motion carried unanimously.



### 7. Adjournment


Motion to adjourn: Moved by: Sam MacGown, seconded by: Sophia Doe  Motion carried.

📌 Meeting adjourned at 6:50 PM.



## Rising Tide Co-op

### Board Meeting Minutes


 April 29, 2025

#### Attendance:

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

Remote attendees (via Microsoft Teams): None

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 March 25, 2025, board meeting minutes.

Moved by: Deb Singer, seconded by: Beth Polhemus  Motion carried unanimously.

#### 2. General Manager's Report

Heather Burt provided updates on store operations:

- General reflection on the annual meeting. Although it was a low turnout, the store had several things going on internally that employees and customers were engaged with
- Celebrate local coming up on Friday evening (Cinco de Mayo menu). Greatest number of vendors ever. Timing is 5-7pm and it will be in the newspaper for the first time
- Brief conversation about the P6 conference and potential for carpooling
- Maine Food Convergence at the end of May (Tammy will attend)
- Closed June 8 through 12 (likely). Maybe open on the 12<sup>th</sup> with limited access and even limited on the 13<sup>th</sup> once re-opened.
- Reviewed the key indicators for March (nothing of concern to note)
- HB Presented the B8 and B9 as in compliance

Motion to accept B8 and B9: Moved by: Sam MacGown, seconded by: Hide Mizuno  Motion carried unanimously.

- HB presented the Patronage Dividend Proposal for 2024



There was a general discussion about the dividends process and what is required by the store vs where the cut-off is for donating the dividend.

Motion to pass the recommended dividend distribution as presented by HB.

Motion to accept the above: Moved by: Tammy Lee, seconded by: Beth Polhemus  Motion carried unanimously.

Motion to pass the recommended donation amount for the education fund at \$500.00.

Motion to accept the above: Moved by: Beth Polhemus, seconded by: Sofia Doe  Motion carried unanimously.

### 3. Committee Reports

#### *Governance Committee*

- TL provided update to the Board outlining the updates to the Committee Charter. The committee will also be spearheading the distribution of funds from the Twin Pines Community Fund that the store has been contributing to since 2006. The committee will investigate this further and come up with a plan to distribute a portion of the funds.

#### *Nominating Committee*

- DS provided update to the Board. The Nomination packet is complete. Committee will be planning a meet and greet with one potential candidate. Board is short 1 member and 2 more will be terming out. Updated Charter will be on the agenda for the May 2025 Board Meeting

### 4. C, C1, and C3 presented by Ed Ross


- All 3 policies were marked as in compliance with accompanying notes from ER

Motion to pass the C, C1, and C3 as in compliance.

Motion to accept the above: Moved by: Sam MacGown, seconded by: Beth Polhemus   
Motion carried unanimously.

### 5. Old & New Business

 Old Business: None.

 New Business: Ed Ross informs the Board on the plan to have consultant Thane Joyal to meet with the Board after the May 2025 monthly meeting during an executive session



## 6. Adjournment


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

📌 Meeting adjourned at 6:40 PM.



## Rising Tide Co-op

### Board Meeting Minutes


 May 27, 2025

#### Attendance:

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


Remote attendees (via Microsoft Teams): Thane Joyal, Bear Geister

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 April 29, 2025, board meeting minutes.

Moved by: Tammy Lee, seconded by: Deb Singer  Motion carried unanimously.

#### 2. General Manager's Report

Heather Burt provided updates on store operations:

- HB provided update on the upcoming cooler installation including the site prep, need for reefer unit so the store is ready to go when the store opens, everything is currently on track as scheduled
- Staff party was last week and a success
- HB provided a brief update on May numbers highlighting the exceptional growth in the prepared food department
- HB reviewed the key indicators for April 2025 and presented the B1 for the 1<sup>st</sup> quarter 2025. Several questions about the reports from Board members were fielded by HB and good discussion ensued.
- Motion to accept B1: Moved by: Hide Mizuno, seconded by: Beth Polhemus  Motion carried unanimously.



### 3. Committee Reports

#### *Governance Committee*

- Per time constraints, deferring the full report until June Board Meeting. TL mentioned that the updates to the Governance Committee Charter are finalized and will be voted on during the June Board meeting.

#### *Nominating Committee*

- SD provided update to the Board. As an ask to the Board in general, please reach out to 3 people about running for the Board. Committee is having a meet and greet on Monday, June 2<sup>nd</sup>. Updated Charter (May 1<sup>st</sup>, 2025) is ready for approval.

Motion to accept the updated Charter: Moved by: Deb Singer, seconded by: Beth Polhemus

✅ Motion carried unanimously.

### 4. Old & New Business

📌 Old Business: None.

📌 New Business: Thane will be leading a discussion during an executive session immediately following tonight's Board Meeting. HB: MOAW coming up after the cooler install (June 21-28) ...she asked the Board to table and request updates to contact info from member-owners. Ed mentions the structure of the Board meeting and maybe refining the structure moving forward.

### 6. Adjournment


Motion to adjourn: Moved by: Beth Polhemus, seconded by: Sofia Doe ✅ Motion carried.

📌 Meeting adjourned at 6:20 PM.



## Rising Tide Co-op

### Board Meeting Minutes

 June 24, 2025

#### Attendance:

Board members present: Sofia Doe, Tammy Lee, Sam MacGown, Hide Mizuno, Ed Ross, and Deb Singer

General Manager: Heather Burt,

Member-owner attendees: Paty Matrai, Jane Bjerklie-Barry, and Michelle McCarthy

Remote attendees (via Microsoft Teams): None

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

#### 1. Approval of Board Minutes

Motion: Approve April 29, 2025, board meeting minutes after correcting the date of the Meet and Greet to July 8, 2025

Moved by: Deb Singer, seconded by: Beth Polhemus  Motion carried unanimously.

#### 2. General Manager's Report

Heather Burt provided updates on store operations:

- The closing of the store during the installation of the new coolers was successful. The coolers are in place and operational.
- The Friday re-opening of the store had the second-largest sales on record.
- The store was cleaned thoroughly during the closing; staff training also occurred.
- The closing was community-building and a positive experience.
- UNIFI, a primary supplier to Rising Tide, was impacted by a cyber-attack during the closing, resulting in limited food deliveries. The predicament is expected to improve over the next two weeks.
- Member Owner Appreciation Week (MOAW) is June 21- June 28.
- In response to a question concerning the completeness of the project, Heather responded that all major parts were operational. Some shelves need to be received, and the re-ordering of the back of the store needs to be finished.
- An ongoing challenge is year-to-year growth in customers, and the infrastructure and staff to accommodate them, especially in Prepared Foods.



(continued)

Sam MacGown noted the employees seemed joyful following the closing.

Deb Singer noted how well executed the process was and congratulated Heather on the job well done. The board joined in congratulating Heather.

### 3. Governance Committee

Tammy Lee provided an update on the Twin Pines Foundation, an entity to which Rising Tide has contributed to past years. The foundation is in the process of closing; the distribution of account balances will be determined.

The revised Governance Committee Charter was reviewed. Tammy Lee moved that it be accepted; Sam MacGown seconded. All present voted in favor.

### 4. Nominating Committee

Deb Singer stated that 10 member-owners had expressed interest in being a board member, and 4 of these came from the newsletter.

A Meet and Greet for prospective new members will be held at Bred in the Bone on July 8 at 5:30 PM.

### 5. Ed Ross covered Principle C4 on Board Meeting Policy, which complies

Sam MacGown moved to accept the report; Sofia Doe seconded. All present voted in favor.

6. The meeting was open to questions from the member-owners present, and discussion followed.

7. Hide Mizuno moved to adjourn the meeting at 6:15 PM; Tammy Lee seconded. All voted in favor.



## Rising Tide Co-op

### Board Meeting Minutes

August 26, 2025

#### Attendance:

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

Remote attendees (via Microsoft Teams): none

Store Representative: Heather Burt, General Manager.

Member Owner: Paty Balch

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

#### 1. Approval of Board Minutes

*Motion: Approve the June 24, 2025, board meeting minutes.*

*Moved by: Hide Mizuno, seconded by: Beth Polhemus Motion carried unanimously.*

#### 2. Updates from Board Members:

Board Members caught up briefly on summer activities prior to diving into RT matters.

#### 3. General Manager's Report

Heather provided updates on store operations:

-Many of the stores highest sale days and weeks have occurred this summer, discussion around the overall impact of the store closing due to cooler installation occurred, Annual Impact Report was sent to LCN and will be published in the upcoming weekly newspaper edition, summer employees transitioning out and new employees being brought on board, coolers running great and expect to see new shelving in the store in upcoming months, employee satisfaction survey will take place later this Fall or early 2026

- HB presented the B1 for the 2<sup>nd</sup> quarter 2025. Several questions about the report from Board members were fielded by HB and good discussion ensued.



- HB presented the B6 (staff treatment and compensation) for the 2<sup>nd</sup> quarter 2025. Several questions about the report from Board members were fielded by HB and good discussion ensued.

- *Motion to accept B1: Moved by: Beth Polhemus, seconded by: Tammy Lee Motion carried unanimously.*

- *Motion to accept B6: Moved by: Deb Singer, seconded by: Sam MacGown Motion carried unanimously.*

#### **4. Committee Reports**

##### ***Governance Committee***

-Updates presented by TL including discussion around streamlining the onboarding process alongside the Nominating Committee, creating a slide deck for introducing/orientation of new Board members. September and October committee meetings will be held jointly with the Nominating Committee to work towards previously stated goals. Expectations around Board communication as well as cleaning up the OneDrive Folder system were discussed as well.

##### ***Nominating Committee***

-No updates currently

#### **5. Old & New Business Old Business:**

New Business:

-HB mentioned that NCG has updated its participation agreement and has asked for the Board to sign off on this

-ER presented the C6 report and noted compliance, ER also asked the Secretary to make a checklist of duties for said role and look into the legality of how long documents should be held onto, Annual Board evaluation will occur in Sept/Oct, Ongoing discussion around monitoring report summary and note that Columinate has a checklist and policy on the B & C reports that can be utilized



*Motion to accept the C report presented by Ed: Moved by: Hide Mizuno, seconded by: Sofie Doe  
Motion carried unanimously.*

Comment by Member owner Paty Balch: noted her appreciation of the Reports presented by HB, in particular the trend data

## **6. Adjournment**

*Motion to move into Executive Session: Moved by: Beth Polhemus, seconded by: Sofia Doe  
Motion carried.*

Executive session discussion around the upcoming Board elections and approval of the slate for election


*Motion to move out of Executive Session and adjourn the meeting: Moved by: Sean O'Neill,  
seconded by: Sam MacGown Motion carried.*

Meeting adjourned at 7:20 PM.



## Rising Tide Co-op

### Board Meeting Minutes

 September 30, 2025


#### Attendance:

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

Remote attendees (via Microsoft Teams): none


Store Representative: Heather Burt, General Manager.

Member Owner: Jane Bjerklie-Barry and Paty Balch

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

#### 1. Approval of Board Minutes

*Motion: Approve the August 26, 2025, board meeting minutes.*

*Moved by: Sam MacGown, seconded by: Beth Polhemus  Motion carried unanimously.*


#### 2. General Manager's Report

*Heather provided updates on store operations:*

-Inventory completed yesterday, 9-29-25. Representatives from NCG are arriving tomorrow for a couple of days. HB attended the NCG Fall meeting earlier this month—they are in search of a CEO now. The general feeling of the meeting was good, with discussions around the streamlining processes involving ordering, store intercomparisons, etc.

Mike, Amy, and Ashley are going with HB to a conference in Vermont in October and will also be stopping at several co-ops along the way. RT is doing an I-9 audit with Laurie over the coming weeks. Celebrate Local is on Friday, October 10<sup>th</sup>, from 5-7 pm, and the ballot will open this evening. Trends show co-ops growing sales over traditional grocery although the underlying reasons still need to be teased out.

- HB presented the B3 and marked it as in compliance. Note that Allen Insurance agent (Dan Bookham) will be coming on site, and a meeting between the Board and agent is in the works to discuss questions or concerns.

- *Motion to accept B3: Moved by: Beth Polhemus, seconded by: Tammy Lee  Motion carried unanimously.*



-Brief update on the NCG Member Agreement resolution language changes and request for Board sign off—final language is not complete, likely due to feedback from members; therefore, updated language pushed forward in time.

#### 4. Committee Reports


##### *Governance Committee and Nominating Committee*

-Updates presented by TL, including discussion around streamlining the onboarding process alongside the Nominating Committee, and the status of the slide deck for introducing and orienting new Board members. October committee meetings will again be held jointly with the Nominating Committee (5:30 pm on Tuesday, October 7<sup>th</sup>). to work towards previously stated goals. OneDrive folder updates completed by TL

#### 5. Old & New Business

 Old Business:

The C7 (Board Committees) and C8 (Board Governance) reports were presented by ER, who noted compliance for both.


*Motion to accept the C7 and C8 reports presented by Ed: Moved by: Sofia Doe, seconded by: Deb Singer  Motion carried unanimously.*

D reports for next month will be reviewed by Beth Polhemus rather than Ed. Board survey/evaluation is the same as the previous 2 years—ER asks for any suggestions on changes—none put forward. ER also requests that evaluation responses be submitted by Friday, October 10<sup>th</sup>.


 New Business:

The business meeting was adjourned; an executive session followed with discussion on the upcoming election slate.

The business meeting was resumed. Sofia Doe presented the 2025 – 2026 slate of nominees and their terms of office to be:

Paty Balch, Jane Bjerklie-Barry, Betsy Dunn, Leifa Gordon, and Deb Singer. *Motion to accept the Slate presented by Sofia: Moved by: Beth Polhemus, seconded by: Sam MacGown  Motion carried unanimously.*

#### 6. Adjournment

 Meeting adjourned at 7:20 PM.

# Rising Tide Co-op

## Board Meeting Minutes

 October 28, 2025


### Attendance:

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

Remote attendees (via Microsoft Teams): none

Store Representative: Heather Burt, General Manager.

Member Owner: none

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

### 1. Approval of Board Minutes

*Motion: Approve the September 30, 2025, board meeting minutes with understanding that Board term updates will be made.*

*Moved by: Beth Polhemus, seconded by: Tammy Lee  Motion carried unanimously.*


### 2. General Manager's Report

*Heather provided updates on store operations:*

-Field Day promotion with sales benefitting the Wabanaki coming this Saturday. RT will honor the Farm Fresh Rewards in November, given that the SNAP program benefits have been postponed. HB mentioned some re-structuring in store operations that will ultimately provide more depth and overlap within departments. 5% growth in September with net income of approximately 62k, ytd 2.6% sales growth with total net approximately 276k for the year.

- HB presented the B Global and marked as in compliance. Some discussion ensued about travel to 4 or 5 other co-ops in the Maine/Vermont area by H, M, and 2 others. Discussion around Board members doing the same

-HB presented the B4 and marked it as in compliance. No discussion noted.

*- Motion to accept B Global and B4: Moved by: Sam Macgown, seconded by: Deb Singer  Motion carried unanimously.*

### 4. Committee Reports

#### Governance Committee

-Joint with Nom Com (see below)

#### Nominating Committee


-Deb presented the finished training document and posed the question, What are we going to do now? In particular, who will execute the onboarding checklist? Productive conversation ensued. Meet at 4:30 for store tour and slide deck before 5:30 Board Meeting. An email will be sent out to new candidates outlining the onboarding plan. This will be done by Deb later this week.

## 5. Old & New Business


### Old Business:

-ER spoke briefly, expressing gratitude for the service of Board Members leaving  
-ER provided an overview of the self-evaluation results and asked for any observations from Board Members. DS posed a question regarding what to do with the results. ER suggests revisiting the results by the next Officers Meeting. Also, the Governance committee might consider evaluating Question #1. Further discussion is warranted.

ER has proposed the new Officer Slate with ER as Pres, SM as Vice, SD as Sect, SO as Treas

*Motion to accept the Officer Slate as presented by Ed: Moved by: Beth Polhemus, seconded by: Tammy Lee  Motion carried unanimously.*


D reports presented by BP and marked as in compliance. Beth provided a brief overview of each policy and offered thoughts on the Board's compliance with each. Lively discussion ensued.


*Motion to accept the D, D1, and D2 reports presented by Ed: Moved by: Sam MacGown, seconded by: Sofia Doe  Motion carried unanimously.*

### New Business:

None

## 6. Adjournment

*Motion to adjourn: Moved by: Ed Ross, seconded by: Sam MacGown  Motion carried.*

 Meeting adjourned at 7:00 PM.

Rising Tide Co-op  
Board Meeting Minutes  
November 18, 2025

Attendance:

Board members present: Ed Ross, Sam MacGown, Sean O'Neill, Deb Singer, Sofia Doe, Leifa Gordon, Paty Matrai, Jane Bjerklie-Barry, Betsy Dunn.

Remote attendees (via Microsoft Teams): none

Store Representative: Heather Burt, General Manager.

Member Owner: none

Meeting called to order by Ed Ross at 5:37 PM. A quorum was present.

1. Approval of Board Minutes

Motion: Approve the October 28th, 2025, board meeting minutes

Moved by: S. MacGown seconded by: D. Singer Motion carried unanimously.

2. General Manager's Report

A. Heather provided updates on store operations:

- Welcome to new board members
- Thanksgiving highlights and challenges
- SNAP program and Farm Fresh Rewards Updates- exploration on best management and support and be resilient for our community
- Parking Lot Safety- Replaced parking lights, moving to LED parking lights in December
- Pennies – POS system ready to make adjustments
- HVAC System Proposal & Financial Considerations
  - Heather presents pros & cons and need for updated infrastructure

Motion: Approve the HVAC proposal

Moved by: S. MacGown makes a motion to accept proposal as written

Seconded: P. Matrai

Discussion: Is storage part of the agreement?

Motion carried unanimously

B. September Key Indicators

C. B1 Report- In Compliance

i. Positive year

ii. To Observe: How to what is going on in the rest of the world reflect in our numbers?

D. B5 Report- In compliance

Motion: Accept B1 & B5 Report as in compliance

Moved by: D. Singer makes a motion to accept B1 & B5 reports

Seconded: S. Doe seconds the motion

Discussion: none

Motion Carried Unanimously

- E. Heather addresses her Resignation as General Manager for December 31<sup>st</sup>
  - a. Expressed gratitude for her experience and growth at Rising Tide
  - b. Mentioned 83% sales growth during her tenure and her ongoing commitment to the community
  - c. Outlined plan for announcing her departure and the search for a new General Manager
  - d. Offered her services during the transition period and her dedication to the organization's success

#### 4. Committee Reports

##### Governance Committee

- Nothing to report

##### Nominating Committee

- First onboarding meeting a success
- Second onboarding committee December 2<sup>nd</sup> at 5:30 to get into details of orientation training document

#### 5. D3 & D4 Policy Reports- presented by Sean O'Neil – *in compliance*

D3 report- Delegation to the GM- *in compliance*

D4 report- Evaluating the GM- *in compliance*

Motion: Approval of D3 & D4 reports as in compliance

Moved by: S. Doe

Seconded: J. Bjerklie-Barry

Discussion: None

Motion Carried Unanimously

#### 6. Old & New Business

- Code of Conduct
- Board self-evaluation review
  - o Possibility of quarterly review for continued self-evaluation
  - o Possibility of board retreat on January 31<sup>st</sup>
  - o Possibility of changing proper time for board elections and onboarding

Motion to adjourn

Moved by:

Seconded by

Motion Carried Unanimously

Meeting adjourned at 6:45pm

Board enters Executive Session: Discussion of GM's resignation

Business meeting reopens 7:50

Motion: President E. Ross makes a motion to accept GM's letter of resignation effective Dec. 31<sup>st</sup>

Seconded: Vice President S. MacGown seconds the motion

Discussion: None

Motion Carried Unanimously

# Rising Tide Co-op

## Board Meeting Minutes

 December 16th, 2025

### Attendance:

Board members present: Ed Ross, Sean O'Neill, Deb Singer, Sofia Doe, Paty Matrai, Betsy Dunn, Leifa Gordon, Jane Bjerklie-Barry.

Remote attendees (via Microsoft Teams): none


Store Representative: Heather Burt- General Manager; Mike Runco- Store Experience and Staff Development Manager.

Member Owner: none

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

### 1. Approval of November Board Minutes

*Motion: Approve the September 30, 2025, board meeting minutes with understanding that Board term updates will be made.*

*Moved by: J. Bjerklie-Barry., Seconded by: L. Gordon  Motion carried unanimously.*

### 2. General Manager's Report

*Heather provided updates on store operations:*

- No key indicators or reports because the meeting was so early in the month
- Highlights from the last month
  - Completed medical insurance open enrollment for employees
  - Mike and Heather visited Good Tern Co-op in Rockland to meet with other Maine NCG General Managers
  - Hired a new Prepared Foods Manager and a new Front-End Manager
  - Signed with Wagner CPA- Financial review and taxes to happen in March
  - Mike offered an update on holiday boom and store events of the past month

### 3. Board Budget

**Presented by Board Treasurer S. O' Neill**

### 4. Committee Reports

**Joint Nominating and Governance Committee**

Presentation of Onboarding Slide-deck Q&A

Discussion of the board's technological difficulties and the potential of starting a new committee to address the issues.

### 5. New Business

No New Business


***Meeting Moves to Executive Session***

***7:40 Business Meeting resumes***

## 5. Approval of Dec. 2nd Special Board Meeting Minutes


1. Approval of the minute regarding Authorization to Open \$300,000 Credit Line with Bangor Savings Bank

2. Vote to Approve that the General Manager, Heather Burt, may open \$300,000 Credit Line with Bangor Savings Bank.


*Moved by: P. Matrai, seconded by: D. Singer*  *Motion carried unanimously.*

2. Authorization to Open a Savings Account and Credit Card with Ancorum Credit Union (formerly known as Five Counties Credit Union).

Minute: The General Manager may open a savings account and related corporate credit card with Ancorum Credit Union. The credit line will be \$10,000.

*Moved by: P. Matrai, seconded by: B. Dunn,*  *Motion carried unanimously.*

3. Motion to approve Mike Runco as Interim General Manager

*Moved by: J. Bjerklie-Barry, seconded by: S. O'Neill,*  *Motion carried unanimously.*


4. Approval of Minute:

Minute: Move that Rising Tide will continue to employ Heather Burt as a Special Project Advisor after December 31, 2025, for a period not to exceed three months. Heather will report to the IGM and will work on mutually agreed-upon projects. The board will be informed of the status and results of the projects. Heather's compensation will be at the mutually agreed-upon rate per hour, and with full benefits.

*Moved by: P. Matrai, seconded by: L. Gordon,*  *Motion carried unanimously.*

## 6. Adjournment

### **Motion to Close the Business Meeting**

*Moved by: S. Doe, seconded by: D. Singer,*  *Motion carried unanimously.*

The meeting ended at 7:50 PM.