



Cambridge Food Co-op

One West Main St., Cambridge, NY 12816
518-677-5731 www.cambridgefoodcoop.com

Board Orientation:

December 14, 2016

January 11, 2017

Agenda: December 14, 2016

I. Get organized

- Establish ground rules, timekeeper
- Overview orientation plan

II. Co-op Structure and Role of the Board

- Co-op Mission and By-laws
- Purpose of the Board
- Board Responsibilities
- Key Roles
- Committee structure
- Work process

III. Presentation of Draft Budget—Hannah

- Discussion (and Vote?)

IV. Meeting Evaluation and Adjournment



Orientation cont'd.

Agenda: January 11, 2017

I. Get Organized

- Review agenda, ground rules and select timekeeper
- Review Minutes of 12/14/16 Board Meeting

II. Main Areas of Board Focus and Lessons Learned: 2012 - Present

- Hiring new manager and staff
- Buying and managing our own building
- Management of finances and budgeting
- Outreach
- Fundraising

III. What are the Co-op's most important goals going into the future?

- Flourish as a business—increase sales/ broaden customer base
- Increase membership
- Fundraise
- Present and approve new by-laws
- Review and update personnel policy
- Develop building management plan

IV. Next steps:

- Pass proposed by-laws: requires Special Membership Meeting
- 2017 budget: Vote by Membership at Meeting
- Priority setting and planning

V. II. Proposed Budget—discussion and vote?

VI. Meeting Evaluation and Adjournment