

**Blue Hill Co-op Board Meeting**  
November 13, 2025, Blue Hill Co-op Cafe

Board Members Attending: Jo Barrett, Cheryl Boulet, Jenny Brillhart, Susan Brookman, Aaron Dority, Deborah Evans, Anne Gilchrist, Annie Silver, Jennifer Wolf (formerly Traub)

Absent Board Member(s):

Others Attending: Michelle O'Connor (Moxie/Thought for Food Consulting), Tim Garrity (Bagaduce Music board member and co-op member), Jennifer Wahlquist Coolidge (Ownership and Outreach Coordinator), Kevin Gadsby (General Manager).

Annie Silver, minute taker  
Aaron Dority, meeting facilitator, timekeeper  
Jenny Brillhart, tasks and decisions

Meeting called to order at 6:01 PM

Approval of Agenda

**Deborah moved to approve the agenda with changes. Susan seconded the motion. The motion unanimously carried.**

Tasks and Decisions Check-In

Jenny read the tasks and decisions from the October 23 BOD meeting:

Decision: Agenda approved (Deborah/Cheryl)

Decision: Minutes approved (Anne/Jo)

Decision: Board Monitoring approved (Annie/Anne)

Task: Finance Committee to discuss Mortgage Payoff Plan suggestion from John Piot

Decision: GM Monitoring B1 approved (Jen/Jo); B2 approved (Jo/Anne)

Task: Kevin will present 2026 budget edits to Finance Committee

Task: Kevin to reach out to Adam Prescott at Bernstein Shur

Task: Board members interested in March Co-op Cafe event to respond next month.

Task: Discuss date of Annual Meeting 2026

Decision: 2026 Board Budget approved (Anne/ Jen)

Task: Kevin to post job opening for note taker

Jenny also brought information about semi-local board training opportunities. The information was also shared via email.

Jennifer Wahlquist Coolidge reminded the board about the CCMA conference MAY 28-30 in Tacoma, WA

Approval of Minutes **Jo moved to approve the Oct 23, 2025 BOD Minutes with edits. Anne seconded the motion. The motion unanimously carried.**

Open Owner Time

Jennifer Wahlquist Coolidge introduced Tim Garrity, representing Bagaduce Music, December's Change for good, recipient.

Coop member also. Tim gave a history of Bagaduce Music, which began as a sheet music lending library. Now it also has a large emphasis on teaching music, especially music of Maine. They also host performances. Its mission is to collect, preserve and lend printed music and promote the appreciation, knowledge and performance of music.

They intend to use money raised by the Change for Good for their general fund, including for scholarships.

Jennifer also spoke about this month's Change for Good recipient, Nibezun. There are \$50 jade plants for sale and the proceeds will go to Nibezun. There are also informational videos on the co-op's website about Nibezun.

Change for Good 2026 recipients were selected by recent online voting. Voter "turnout" was very good using this new method of voting. 11 recipients were chosen by online voting.

Nibezun selected next November's Change for Good recipient: Speaking Place, an organization to grow the Passamaquoddy language and create more fluent speakers.

Cafe update:

Kevin introduced Michelle O'Connor of Moxie/Thought for Food, a cafe consultant specializing in co-op and natural food cafes.

Michelle builds cafe systems for growth so that when they are in place it is just a matter of "steering the ship".

Michelle travelled from Oregon to be onsite October 13- 15 and focused primarily on food safety systems as well as implementing and maintaining production logs, and exploring ways to increase production capacity in key areas: baking, food bar, hot line, and prep/production.

She has been here again since November 11 and will stay through the 14th.

These past few days she has been working with the cafe staff on production scheduling systems with the goal of more efficient systems to produce more consistent cafe offerings, thereby satisfying customers and increasing sales. She is working with staff to create plans for all of the sections of the cafe.

Michelle spoke very highly of the current staff as being responsive to the new systems, capable, and eager to improve the cafe offerings. She considers the cafe to be a great cooking environment and well equipped, with an addition of a slicing and dicing machine being desirable. She noted that the amount of grab and go space is sized to use the whole kitchen. She commented that the coffee bar could use an espresso machine and menu.

We are still looking for a cafe manager who will bring culinary expertise and a refined palate to lead the existing team. She thinks the compensation package being offered for a cafe manager is enticing but that most people are looking for health insurance and that is not on offer.

Michelle will return in January or February for a five day site visit. Hopefully a new manager will be in place to work with, but if not Michelle will continue working with the current cafe team to get systems in place in time for the summer/seasonal increase in sales.

In the meantime she will be putting menus into costing software, developing operating systems manuals and Standard Operating Procedures for all areas. There will be several zoom calls between now and her next site visit to maintain momentum and stay aligned with the progress.

### Board Monitoring

D2 Accountability of the GM – Aaron shared his oral review and assessment the board is in compliance with policy D2. **Anne moved to accept D2 as in compliance. Jenny seconded the motion. The motion unanimously carried.**

### GM Monitoring

B7 Communication to the Board – Kevin shared his review of B7 and reported compliance. **Anne moved that the board accept Kevin's report on B7 as in compliance. Deborah seconded the motion. The motion unanimously carried.**

There was positive feedback and more discussion of the work with Michelle. If we do not have a new manager in place for Michelle's January or February visit we could extend the contract and she could come back at a later time when a new cafe manager is hired.

### Finance Committee –

There was a summary of the recent finance committee meeting. We will not launch a fundraising campaign to pay down debt, though we will be clear when redeemable shares come due that there is a mechanism to donate the money to the co-op if they would like.

Kevin reached out to Adam Prescott, a lawyer specializing in cooperatives with the firm

Bernstein Shur, for advice on bylaws sections 8.1-8.5 that the committee would like to update.

There will be a future zoom call with Adam Prescott and the finance committee

### Annual meeting–

There was a discussion about the timing of the annual meeting. For years it was held in September, but by then the year in review was so far in the past that it seemed an earlier meeting would be better. For the past three years it has been held on the fourth Thursday in June.

People seem to like the timing. Summer members might be able to make it in June, the financials are settled and presentable, and if there is a conflict with Juneteenth or the solstice we can simply shift to a different Thursday.

The June meeting sets the third week in April as the due date for ballot information to be to the marketing manager.

Should we make it more of an event? Perhaps an outdoor pre-party or afterparty? We certainly think the food is worthy of a party!

### Note taker

Kevin has received about 10 emails of interest regarding the note taker position. It is a paid position and the note taker gets a 20% co-op discount. There was clarification regarding who hires the notetaker, the GM or the board? And does the compensation come out of the Board's budget or the Co-op's? The general manager hires but the money comes out of the board budget.

**A motion was made by Aaron that Aaron, Jen and Jenny will be on a committee to select a note taker and will share the selection with Kevin before making an offer. Jo seconded the motion. The motion unanimously carried.**

### GM Comp

An RFP was sent to Kevin today for a GM compensation package. Request for proposal by Dec. 1, 2025. There was a question regarding a potential bonus for the GM. Kevin reminded the board that the trend is to move away from contingency pay, and that the RFP should reflect a complete compensation package. A clarification was made that bonuses are not taxed at a higher rate but that the rate of withholding is higher.

Recess to Executive Session: 7:42  
Executive Session - Personnel  
Return to Open Session: 8:01  
Meeting Adjourned: 8:02

#### Next month's Agenda

Store budget  
BOD Calendar 2026  
Response to RFP  
Board Monitoring: D3, Delegation to the GM: Anne  
GM Monitoring: B8, Board Logistical Support; B9, GM Succession

#### Tasks and Decisions

Decision: Agenda approved (jo/anne)  
Decision: Minutes approved (jo/anne)  
Decision: **Board Monitoring Reports:** D2, Accountability of the GM APPROVED (Jenny/Anne)  
Decision: **GM Monitoring Reports:** B7, Communication to the Board–Kevin, We are in compliance. APPROVED (Anne/Deborah)  
TASK: Kevin did reach out to Adam Prescott, a lawyer specializing in cooperatives with the firm Bernstein Shur, for advice on bylaws sections 8.1-8.5 that the committee would like to update.  
TASK: look at the applicants for the notetaker. Jen W, Aaron and Jenny

Due Date for the Board Packet: Items for the Board Packet will be due on Thursday, December 4, 2025.

Next Board Meeting: Thursday, December 11, 2025, 6:00-7:30 Blue Hill Co-op, Café.

Minutes respectfully submitted by Annie Silver

