

Blue Hill Co-op Board Meeting
December 11, 2025, Blue Hill Co-op Cafe

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

Absent Board Member(s): Jenny Brillhart

Others Attending: Jennifer Wahlquist (formerly Coolidge) (Ownership and Outreach Coordinator), Kevin Gadsby (General Manager), Jessica Valdez (Community Compass) joined via zoom for open owner time

Annie Silver, minute taker
Aaron Dority, meeting facilitator, timekeeper
Jennifer Traub, tasks and decisions

Meeting called to order at 6:01 PM

Approval of Agenda

Jo moved to approve the agenda with changes. Anne seconded the motion. The motion unanimously carried.

Tasks and Decisions Check-In Jen

TASK: look at the applicants for the notetaker. Jen W, Aaron and Jenny.

There are contenders for the notetaker position, and this ad hoc hiring committee will meet with them this month or next. Everyone who has expressed interest will be thanked by email for their interest.

Approval of Minutes

Anne moved to approve the November 13, 2025 BOD Minutes with edits. Susan seconded the motion. The motion unanimously carried.

Open Owner Time

Jennifer Wahlquist spoke about upcoming events and sales:

- Open mic, December 13, 1-3
- Winter solstice sale December 21-31. It is longer this year; in the past it has been a week. Co-op owners can enjoy 10% off the transaction of their choice.
- Buy \$100 of co-op gift cards and get a bonus \$10 gift card. Now through January 1, 2026.
- Holiday-ish for Everyone: From excess to essence, a class for everyone with Ashley David, MFA/PhD, December 14, 1-2:30

Jessica Valdez, Executive Director of Community Compass joined via zoom. Community Compass will be January's Change For Good recipient. She gave an overview of the organization and the work that they do.

Community Compass "is a collaboration of community members, Neighborhood Navigators, and partner organizations working collectively to break the cycle of poverty by engaging the financially struggling, reducing barriers to prosperity, and building opportunity for all citizens of Blue Hill, Brooklin, Brooksville, Castine, Deer Isle, Orland, Penobscot, Sedgwick, Stonington,

and Surry. We have strong collaborative partnerships with Downeast Community Partners, Healthy Peninsula, Healthy Acadia, Friends in Action, local elementary schools, and several local churches. We work together to serve those in need. The organization offers to help anyone who asks in a 10 town region, including the Blue Hill Peninsula and neighboring towns. Mission Statement connect neighbors” [www.https://www.communitycompassdowneast.org/](http://www.communitycompassdowneast.org/) Money raised through the Change for Good will go towards the general fund.

Board Monitoring

D3 Delegation to the GM- Anne shared her review and assessment that the board is in compliance with policy D3. **Jo moved to accept D3 as in compliance. Deborah seconded the motion. The motion unanimously carried.**

GM Monitoring

B8 Board Logistical Support and B9 GM Succession- Kevin shared his review and assessment that he is in compliance with these policies.

There was discussion of the succession plan. The current facilities and operations manager, Brian Emerson, is the person who is trained for succession in case the need arises, however he is planning to retire in two months. Should the need arise in an interim period when a new successor has not been trained, Kevin recommends outsourcing the interim GM role to NCG or Columinate. They both offer this service, and we have used it before.

There has been a recent and ongoing issue with refrigeration. Technicians came and determined there was a stuck valve, which caused refrigeration to be out of range in the dairy and egg cases. The whole unit is to be replaced this weekend because it damaged the condensing unit. The integrated communication/ computer module didn't send out communication. The new unit will not use this computer module, but temps will still be measured and a signal will go out in a simpler way. All the fridges are serviced regularly. Kevin filed an insurance claim for the product loss.

There have not been any new applicants for the cafe manager position.

The operations and facilities manager is retiring soon, as well as the webcart coordinator, so these positions have been posted.

The marketing administrator position has a number of applicants, interviews will be soon. This will be an on site position. Kipp has continued to fill this role though he had planned to be done in September.

Susan moved that the board accept Kevin's report on B8 and B9 as in compliance. Cheryl seconded the motion. The motion unanimously carried.

Finance Committee Update-

The committee met on Tuesday December 9, and submitted a written report.

They reported on a long term debt discussion which had carefully considered scenarios of making extra payments toward the principal on our loan. In conclusion potential savings in

interest would be offset by our current CDs which are accruing funds. The committee recommends holding onto this cash that is currently in laddered CDs in order to be in a favorable position to authorize redemptions on investments that will become eligible in 2026-29. The committee will consider encouraging investors to consider donating back their investment principal towards the co-ops debt reduction. The committee will plan to revisit the long term debt topic again in 2029.

Co-op Budget:

Kevin presented a pdf spreadsheet of budget projections through 2029. It includes historical data beginning in 2023. He has put a 5% projected Profit and Loss for 2026. The budget projection is based on a percentage growth estimate and was formulated with guidance from an NCG consultant.

There was a review of the spreadsheet and discussion.

There was a question about the timing of member equity changes due to payoff of investments. The projections were based on formulas. Kevin will make sure the numbers are correct and finalize the projection.

The finance committee reviewed the budget during their meeting on Tuesday and it looks good to them.

There was a motion made by Cheryl to approve the Co-op Budget for 2026. Deborah seconded the motion. The motion unanimously carried.

Calendar

The 2026 BOD Calendar and proposed meeting dates were presented. We will move the November and December meetings to the 3rd week.

Deborah noted that the Board is seated in August, not July.

Jo, Anne and Cheryl will be up for re-election next year. Jo and Anne said they will not run again. There was discussion about having a list of potential candidates in preparation for filling vacated seats.

Agenda

D4 Monitoring GM Performance - Annie
GM Monitoring Report B1 Financial Conditions Q4
Committee Charter Review
GM evaluation 2025

Recess to Executive Session: 7:12

Executive Session - GM Comp

Return to Open Session: 7:48

Jo moved to approve the gm comp proposal, Anne seconded the motion. The motion unanimously carried.

There was a discussion about a monetary recognition of Kevin's work to secure the ERC in the amount of \$2000. **There was a motion by Anne to recognize Kevin's exemplary work on acquiring ERC funds (with a \$2000 payment) and seconded by Susan. The motion unanimously carried.**

Meeting Adjourned: 7:57 PM

Due Date for the Board Packet: Items for the Board Packet will be due on Thursday, January 15, 2025.

Next Board Meeting: Thursday, January 22, 2025, 6:00-7:30 Blue Hill Co-op, Café.

Minutes respectfully submitted by Annie Silver