

**Plainfield Co-op**  
**Special Meeting of the Board**  
**Monday, March 16, 2020**  
**5:30pm – 6:30pm, Via Conference Call**  
**Minutes**

Attendees

- Board: Sarah, Cat, Giordano, Les
- Staff: Peter Youngbaer, General Manager

Meeting was originally called to finalize preparations for the Annual Meeting, including recommendations on revisions to the By-laws.

- COVID-19 Preparedness / Response
  - Annual Meeting Preparation
    - The board decided to postpone the annual meeting due to the pandemic. New date TBD.
  - Peter had provided the board with a management report, including measures taken and issues to consider in response to the COVID-19 pandemic. Looking for guidance. Also, newsletter is holding until decisions made
    - Board agreed to postpone the upcoming Community supper the co-op was to sponsor. Cat is helping to organize a “to-go” version.
    - Board agreed that Peter could use his judgement regarding reducing open hours due to
      - Reduced staff availability
      - Supply chain difficulties in combo with the run on the store
    - Board agreed that the Community Center should be closed until further notice. All unnecessary furniture and items have been removed from the entry room and Community Center has been thoroughly cleaned.
    - Board agreed that Peter could be flexible with sick leave policies in the personnel manual in order to support the staff in response to the pandemic.
    - Board agreed that Peter could be more flexible with gift cards being used by someone other than the member the card is associated with in order to facilitate member-designated shoppers during the pandemic response.
- Sarah indicated that she was having to log extremely long hours at work due to the pandemic, and asked Cat as vice president to act as president as of the end of the meeting until further notice.
- Bank Resolution
  - Board agreed that two bank accounts can be closed. They are sub-accounts of the main credit union accounts. The two have been inactive for years (one of them with no funds). The co-op is keeping the credit union checking and savings accounts, as well as an account at Peoples Bank.
- Bylaw Change Recommendations
  - Les will make final recommendations for the board vote on suggested changes at the 3/23/20 board meeting

**Adjourned 6:30pm**