



New Director Orientation Packet

Congratulations on taking on this important role for the Assabet Village Co-op Market. We are so pleased you've chosen to work on the initiative in such a substantive way. Welcome to the Board!

Our goal is to help you become an effective contributor as quickly & efficiently as possible. We have a lot of information to share. This is organized to help you prioritize what to do/review.

First, some To-dos:

- You will be given an @assabetvillage.coop e-mail address. Please work with Craig Force to get it up and running. Many Directors have chosen to install Mozilla Thunderbird (it's free) to use for their co-op e-mail.
- You will be set up on Slack. Learn about configuring your Slack settings [here](#). Please work with Craig Force to get it up and running.
- You will be set up with Key Pass. Please work with Jason Sobel on this.
- You will be given access to our Google Drive & Calendar.
- You will need to agree to abide by the terms of our Board Process Policy C7 – Directors' Code of Conduct, and sign an NDA and a Conflict of Interest Disclosure Form.
- Please add your info to the [Board Contact Info](#) spreadsheet
- Please write a [bio](#) for our website. E-mail it to lorne@assabetvillage.coop.

Reading to help you become familiar with Cooperation

- [The Rochdale Pioneers: Roots of the Cooperative Movement](#) (45 mins)
- International Cooperative Alliance: [Cooperative Identity, Values & Principles](#)

Reading to help you become familiar with our Co-op:

- Read through our [By-laws](#) and [Policy Register](#) (2 hrs)
- Read the information on our own website, particularly the [FAQs](#),

Legal and Financial:

- The Assabet Village Food Cooperative is incorporated in Massachusetts as a "Mercantile Cooperative". We filed our [Articles of Organization](#) on June 27th, 2013.
- Our fiscal year runs from July 1 to June 30. Our income tax returns are due September 15th. Our employment tax returns are filed quarterly.
- Our Accountant is Brazee & Huban, CPAs
- You can view past years [Financial Statements](#)

- We file an Annual Report with the Commonwealth by September 15th of each year, and as Directors change. [MA Secretary of State info & filings](#)
- Our [Insurance](#) agent is Mark Kapatoes. We maintain D&O Liability and Employment Practices Liability policies, and we pay into Workers Comp
- [Employee](#): Lorne Bell, Director of Outreach & Communications
- Our Atty for employment matters is Rebecca Bernhard at Dorsey & Whitney

Learn about How the Board works:

- The [meeting minutes](#). They are in the “AVFCO/Board of Directors/Meeting Minutes” folder.
- Open vs Closed
- We use a [timeline](#) to organize and track our progress
- We are using an [action item tracker](#) to sort our “To-Dos”.

Get to know our Development Partners

- We belong to the Neighboring Food Co-op Association (NFCA). The NFCA includes over 30 food co-ops and start-up initiatives in New England. You can read about them at <http://nfca.coop/>. The NFCA has provided a tremendous amount of technical support to us over the last several years. We attend the NFCA annual meeting every spring. These meetings offer opportunities to connect with other cooperators, and to attend workshops. Their Member Programs Manager is Bonnie Hudspeth.
 - Once you’ve set up your Co-op e-mail account, [sign up](#) to get their newsletter.
- The Food Co-op Initiative (FCI) awarded us a \$10K matching funds grant in 2013. They created the development model we’re using, called “Four Cornerstones in Three Phases”. There are many resources and manuals available on their website, as well as archived webinars. You are encouraged to look around the website over time. Their website is <https://www.fci.coop/>. Jacqueline Hannah is their Director of Programs and Partnerships. She is an invaluable resource, and there is no charge for the support and advice she provides.
 - Once you’ve set up your co-op e-mail account, [sign up](#) to get their newsletter
- We participate in monthly conference calls with Jacqueline Hannah (FCI) and Bonnie Hudspeth (NFCA). The conference calls are now just one-on-one but used to be with 4 other start-ups (Amherst, Dorchester, Granite City, and Merrimack Valley).
 - [NFCA Coordinated Start up call notes](#)
- We participate in monthly conference calls with Jacqueline Hannah (FCI) and five other Stage 2B start-ups across the country
 - [FCI Coordinated Start up call notes](#)
- We attend a National conference for start-up food co-ops called [Up & Coming](#). The next one will be March 1-2, 2019 in Milwaukee.

Learn about food co-op development:

- [webinar on the 4 Cornerstones, 3 Stages development model](#) - (1.5 hrs)
- [The FCI Guide to Starting a Food Co-op 2017-January.pdf](#) - (2 hrs)

Our consultants:

- CDS Consulting is the group we used for our Market & Feasibility Studies. They have consultants that can provide a huge array of services to cooperatives, from Board trainings to membership development, to who knows what. All of it costs money. The name of the Market Study Analyst is Debbie Saussuna. Bill Gessner is doing the Financial Feasibility.
 - Their website is <http://cdsconsulting.coop/> .
 - It's CDS that runs CBLD-101
- Seven Roots is the store design consultant. They also consult on site feasibility, equipment ordering, etc
 - Their website is <https://www.sevenrootsgroup.com/>

Let's get to the juicy stuff!

- Our formal [self-assessment](#) for our transition to stage 2B - 10-15 min
- Read our [Market Study](#)
- View our [Sources & Uses Cash Flow](#)
- View the [current Pro Forma](#)

Anything else?

- Two more manuals!
 - [Capital Campaign Workbook](#)
 - [Real Estate Resource Guide](#)
- Board buddies!
- Questions?