

COMMITTEE: Hunger Mountain Cooperative Community Fund (HMCCF)

DATE CHARTERED: MAY 2023

END OF TERM: Up for Annual Renewal by the Co-op Council

Chair: TBD

Members: Scott Hess, Matt Levin, Richard Wiswall, Stephani Kononan, Jen Porrier

Purpose

The Hunger Mountain Cooperative Community Fund provides financial assistance to businesses, organizations, and initiatives aligned with our mission to build a dynamic community of healthy individuals, sustainable local food systems, thriving cooperative commerce, and a more inclusive and anti-racist community.

The job of the HMCCF Committee is to:

1. Plan and oversee the process for soliciting HMCCF grant applications, screening applicants and recommending grant awards to the Council
2. Monitor fund balances and plan for fund growth and replenishment
3. As directed by the Council chair, provide a brief verbal or written report to the Council about the activities of this committee
4. Advise the Council on goals, methods, and strategies of the Fund specifically and philanthropic activities generally, as requested

History

Since 2011, the HMCCF has distributed over \$96,000 in 84 small grants to our central Vermont community. Grants are awarded to community projects, food-based businesses, and community-based nonprofits working to support the local food system. These funds would not have been possible without the generosity of our member-owners and shoppers, who contribute to the fund, along with support from Twin Pines Cooperative Community Fund and the Vermont

Sustainable Jobs Fund. Grants have historically ranged from \$250 - \$2,500 and are awarded on an annual basis.

Composition & Terms

The committee is comprised of Hunger Mountain Co-op Staff members, Hunger Mountain Co-op Council members, and community members. It is the hope of the committee to add a dedicated seat for an HMCCF grant recipient and codify a conflict of interest policy. The committee utilizes a recruitment matrix to ensure a balance of skills, identities, and perspectives. All committee members share a passion for the mission of the Fund and share experience with food business development, philanthropy, and local food systems. Member terms are renewed on an annual basis with the update of this charter and roles within the committee are voted on at the start of the new year.

Members

Name	Background	Start	Role
Scott Hess	Community Member & former Council Member	2011	Member
Matt Levin	Community Member & former Council Member	2011	Member
Richard Wiswall	Community Member	2018	Member
Stephani Kononan	Staff	2022	Admin Lead, Attendance
Jen Porrier	Co-op Council Member	2023	Member
TBD 2024	Co-op Council Member	2022	Chair, Note taker

Committee Roles

Chair: Primary point person for internal and external communication, develops committee agendas, facilitates committee meetings, oversees and facilitates grantmaking process & policies, work with Admin Lead to prep for grantmaking meeting, serve as spokesperson on behalf of the committee

Admin Lead: Liaise with staff as needed for administrative, financial, and communications tasks, liaise with Council, schedule committee meetings, update documents, work with Chair to prep for grantmaking meeting, organize grantmaking materials (application, reports, decision-making matrix, etc.)

Note taker: Take notes during committee meetings, share notes with committee members

Member: Participate in committee meetings, read and evaluate all grant applications, participate in grantmaking meeting, spread the word about the Fund

Tools & Resources

- HMCCF Grant Application (fillable PDF)
- HMCCF Grant Report (fillable PDF)
- Application Scoring Sheet (Excel)
- Committee Member Recruitment Matrix (Excel)
- The committee uses the following tools to do its work:
 - Email for ongoing communication & coordination
 - Doodle Polls for scheduling meetings
 - Dropbox for sharing grant applications and reports
 - Hunger Mountain Co-op website and newsletter for announcing grant applications and recipient

Process Overview

The below timeline is intended to correspond with the Annual Meeting in the fall, where the coop announces awards.

	Funding	Granting	Governance
January			Recruit new members Update Charter
February			Council renews committee charter
March	Patronage refund distributed	Committee organizing meeting: consider timeline and fundraising. Review grant materials, identify grant making priorities and update criteria matrix if needed	
April		Request grant reports from prior year recipients. Send final application to co-op staff.	
May		Grant application publicized	
June			
July	Staff calculate available funds	Grant applications due	
August		Application review & recommendation meeting	
September	Request uncashed	Council grant approval	

	patronage refunds for following year	Staff contact applicants Grant Award Distribution	
October	Newsletter to announce grantees		Debrief Process ID Prospective Members
November			
December			

COMMITTEE: **Communications**

DATE CHARTERED: December 2022

END OF TERM: November 2023

Chair: Eva Schectman

Members: Beth Burgess, Chris Whalen, Jess Knapp, Rowan Sherwood

The primary purpose of the Communications Committee is to:

1. Explore new channels and methods of communication to improve two-way communication between member-owners and council.
2. Propose and recommend to the council methods to achieve and implement communications.
3. Engage council members in Co-op events and communicating Co-op activities.
4. Set and refine goals for measuring member engagement with council.

Further Communications Committee duties:

1. Recommend to council communication methods with membership surrounding council events such as Annual Meeting, member forums, and events devoted to more open-ended member discussion.
2. Committee tasked to come up with reviewal process for communications during events. What worked/what frustrated members? Solutions?
3. Committee tasked with making monthly calendar of Co-op sponsored, Co-op, and council events and potential tabling opportunities for council in conjunction with staff.
4. Coordinate with staff to prepare a list of subjects for council to write about monthly for Co-op blog and eNews. Facilitate and create timeline for monthly council written piece.

COMMITTEE: General Manager Job Performance Evaluation and Contract

DATE CHARTERED: February 2023

END OF TERM: December 2023

Co-Chairs: Council President Eva Schectman and Vice President Jen Porrier

Members: Steven Farnham, Jeff Roberts

The responsibilities of the GM Evaluation/Contract Committee are as follows:

1. Develop and propose GM performance evaluation process to Council
2. Compile inputs and report to Council
3. Serve as liaison between Council and GM regarding evaluation results, responses and future plans
4. In contract years, compile input from Council and GM on possible future contracts
5. Negotiate terms on behalf of Council

COMMITTEE: Justice, Equity, Diversity, and Inclusion* (JEDI) Committee Charter

DATE CHARTERED: February 2023

END OF TERM: December 2023

Members: Eva Schectman, Elaine Ball, Suzanne Trahey, Shanda Williams, Joe Horn, Elly Wood

What: The committee will support the Council on topics of justice, equity, diversity, and inclusion to inform decisions relating to Co-op governance. The committee will focus its efforts in three key areas in 2023:

- Support the Council in creating policies that articulate the Co-op's JEDI values, including long-term desired outcomes to guide Co-op leaders in their work.
- Support education of the committee, Council, Co-op staff, and our broader Co-op community on JEDI issues and engage in advocacy towards these ends as appropriate. Specifically, the committee will provide guidance and educational materials to the Council on topics where power, privilege, and diversity of perspective, experiences, and social constructs intersect with business decisions, policy governance, community dynamics, and cooperative commerce.
- The committee will also develop and recommend plans for council development and training, as well as strategies for Co-op community development and engagement.
- Identify and contribute to projects that further equity and inclusion in our community.

Who: The Committee's chair will be a Council member. The committee will also include Co-op Council members, member-owners and staff.

Committee members who are not Council members are appointed by the committee chair with the advice and consent of the Council.

How: The process to accomplish this charge will be determined by the committee. The committee will report back to the full Council its progress from time to time. Decisions of the committee will be approved by the full Council.

*We use the following definitions:

Justice: Justice is the [morally fair](#) and right state of everything. To have justice as a person's character trait means that they are just and treat everyone the same, or how they would like to be treated.¹

Equity: The guarantee of fair treatment, access, opportunity and advancement for all while striving to identify and eliminate barriers so everyone has a chance to succeed.²

Diversity: Diversity is any dimension that can be used to differentiate groups and people from one another.³

Inclusion: an organizational effort and practice in which different groups or individuals having different backgrounds are culturally and socially accepted and welcomed, and equally treated.³

¹ <https://simple.wiktionary.org/wiki/justice>

² <https://www.goodreads.com/work/quotes/45950662-small-great-things>
(paraphrasing from Jodi Picoult, Small Great Things)

³ <https://globaldiversitypractice.com/what-is-diversity-inclusion/>

COMMITTEE: Annual Meeting

DATE CHARTERED: February 2023

END OF TERM: December 2023

Members: Jen Porrier, Jess Knapp, Mary Mullaly, Rowan Sherwood, Stephani Kononan

The responsibilities of the Annual Meeting Committee are as follows:

1. Propose a theme and basic agenda for next annual meeting
2. Work with staff on planning of meeting logistics as necessary

COMMITTEE: **Ballot**

DATE CHARTERED: March 2022

END OF TERM: December 2023

Chair: R.J. Adler

Members: Barbara Korecki, Deb Messing, Rowan Sherwood

The responsibilities of the Ballot Committee are as follows:

1. For Council elections and other member votes by ballot, review voting tally procedures and recommend updates as needed
2. Monitor and ensure that voting conforms to Co-op bylaws, policies and procedures
3. Participate in vote tally and certify results

COMMITTEE: **Executive**

DATE CHARTERED: January 2023

END OF TERM: December 2023

Chair: Council President Eva Schectman

Members: Vice President Jen Porrier, Secretary Steven Farnham, Treasurer Jeff Roberts, Interim General Manager Mary Mullaly (non-voting)

The responsibilities of the Executive Committee are as follows:

1. Assist President as needed (Article VI of bylaws), including with council annual calendar, work plan, special activities and communications
2. Assist President in planning council meeting agendas (Governing Policy G5)
3. Make decisions on behalf of the entire council in extraordinary circumstances (Article VI of bylaws).

COMMITTEE: **Recruitment**

DATE to be CHARTERED: February 2023

END OF TERM: November 2023

Chair: Eva Schectman

Members: Lauren Antler, Jeff Roberts, Interim General Manager Mary Mullaly, Robyn Joy

The responsibilities of the Recruitment Committee are as follows:

1. Support the Council to identify and recruit well-qualified council members who reflect the broad array of the Co-op's membership.
2. Develop and publicize an application process.
3. Develop the materials for a candidate application packet, and real-time education opportunities as appropriate. Regularly check the materials to see if they are up to date.
4. Ensure that the council follows its nomination and election timetable.
5. Monitor and ensure that nominations and elections processes comply with the bylaws and governing policies.
6. As directed by the Council president, provide reports about the committee activities.

COMMITTEE: Sustainability

DATE CHARTERED: January 2023

END OF TERM: December 2023

Members: Catherine Lowther, Jen Porrier, Amanda Sardonis, Mary Mullally, Interim General Manager

By November 2023, the Sustainability Committee will provide a written report summarizing research and recommendations with regards to:

1. Options for reducing our co-op's use of single-use plastic packaging.
2. Information and incentives that will support shoppers in reducing food waste.
3. Possible educational programming directed at helping shoppers reduce their environmental impact.

COMMITTEE: WIP (Work In Progress) Committee

DATE CHARTERED: November 2022

END OF TERM: November 2023

Members: Steven Farnham, Jeff Roberts, Interim General Manager
Mary Mullaly.

The responsibilities of the Work In Progress Committee are as follows:

1. Support Council in identifying, researching, and prioritizing strategic topics.
2. Consider Council structure and function and recommend means to facilitate effective strategic discussion.
3. Frame topics' exploration and discussions.