



# Board of Directors Meeting Approved Minutes

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Date: February 12, 2024

Convened: 6:05pm Adjourned: 7:27pm

Directors Present: Manny Leon, Barbara Mendenhall, Arnold Sowell, Alexandria Jang, Prasanna Regmi, Delfina Vargas, Bernadette Brogden, Felicia Thomas-Hill, Brian Pimentel

Director(s) Absent:

Staff Present: Tyler Burch (HR Director), Angela Borowski (Finance Controller), Nova Weatherwax (Merchandising Director), Stacie Larkin (Marketing Director), Cristina Caylor (Store Manager), Brady Yount (Finance Director)

Members and Guests Present: Members attended in person other members attending via ZOOM

Notetaker: Elizabeth Ortiz Meeting Facilitator: Manny Meeting Chair: Manny

## **PRELIMINARIES**

Introductions took place.

### **Agenda Review:**

Motion to approve the February agenda with adding the preferred shares item and additional committee appointments - Manny

Second - Barbara

Agenda approved

### **Tasks from previous meeting reviewed**

Tasks reviewed

### **Member Comments:**

One member comment that came in today, Manny will take a look and follow up with this comment at a later time.

Manny announced Lizz's one year anniversary with the Co-op.

CCMA registration will be opening soon, Manny will be sending out an email to Board Directors to gauge interest in attending.

Board Directors shared customer comments they received during the previous Office Hours.

Manny gave a shout out to staff for wonderful customer service.

### **Consent Calendar:**

Motion to approve the Consent Calendar which includes the January meeting minutes - Delfina

Second - Brian P.

Motion approved

### **GM Update:**

Tyler announced that Brady has joined our team as the Finance Director.

Our launch of the Everyday Low Price program is now on the shelves, you can recognize these items by the signature "e". The grocery manager states that those items have been flying off the shelves.

Staff turnover last year(2023) was historically low at 34%. In 2022 we were at a 51% turnover rate. Average when compared to NCG Co-ops is about 60%.

Tyler spoke about the HR team restructure, Ava our HR manager is leaving. We have hired a woman named Sharita Price as the HR assistant. We are still hiring for an HR Manager.

Supermarket staff appreciation day is next week. We will be celebrating our staff all week.

Folks from the NCG board came and toured our store, they were very happy with how our store looks and with the customer service received within the store.

Switch update is happening on March 13th and March 20th. March 13th the store will be closed at 8pm.

#### B1 - Financial Condition

Motion to approve the B1 - Financial Condition as presented in the Board packet - Bernadette

Second - Alex

Motion approved

#### **Action Items:**

##### Preferred Shares

Motion to approve the Preferred Share Dividend Proposal - Prasanna

Second - Delfina

Motion approved

##### Committee Appointments

###### Finance Committee

Motion to place Tim Olson on the Finance Committee - Arnie

Second - Barbara

Motion approved

###### Member Engagement Committee

Motion to place Tammy Holyfield, Amanda Buckingham, Kathy Less, and Stacie Larkin on the Member Engagement committee - Prasanna

Second - Bernadette

Motion approved

##### Nominations Committee - Committee Plan

Brian P. submitted a plan for the Nominations Committee.

Motion to approve the Nominations Committee Plan with the change of the Meet the Candidates event being on September 5th - Brian P.

Second - Barbara

Motion approved

##### Member Engagement Committee - Committee Plan

Deferred to March

##### Election Committee -

Motion to approve the Election policy, Election schedule, and the Election info packet with the changes that were discussed - Barbara

Second - Bernadette

Motion approved

##### Policy Committee -

D Policies -

Motion to have the Policy Committee bring the D3 and D4 revisions to the Board in March - Bernadette

Second - Barbara

Motion to approve

##### Ends Policy Review -

Bernadette proposes that the Policy Committee work on the Ends policy but before doing so create an online survey for members to fill out. Discussion was had regarding how a survey would be used, and how it would be carried out.

Motion to task the Policy committee to work on the Ends policy and create a survey for the membership - Bernadette

Second - Barbara

Multiple Board members gave their thoughts on how a survey could be used for the Ends policy development.

Bernadette retracts their motion.

Possibly revisit in March.

### **CLOSINGS: Review Board Calendar, Tasks & Assignments**

#### **Announcements**

March 13th is the "How to Run for the Board Forum".

#### Tasks/Assignments

1. Member Engagement Committee Plan
2. D3 and D4 revisions - Policy Committee

#### **ADJOURN MEETING AT 7:27pm**

Motion: Brian P

Second: Prasanna

Motion approved

Respectfully submitted by,

Lizz Ortiz

Board Administrator