



Board of Directors Meeting

Date: April 8, 2024

Time: 6pm

Time	Topic	Information/ Action	Presenter	Item Number
6:00pm	General Business Introductions Agenda Review Review Tasks from March Meeting Member Comments (2 minute limit)	Information Information Information Information	Manny Manny Lizz Manny	
	Consent Calendar March Meeting Minutes	Action	Manny	1
	General Manager Update GM Update	Information	Tyler	
	Committee Updates Nominations Committee Update Executive Committee Update	Information Information	Brian P. Alex	
	Action Items Member Engagement Committee Plan	Action	Prasanna	2
	Discussion Items Mini Gallery of Expectations	Information	Alex	
8:00pm	Closings Announcements Review Board Calendar Review Tasks & Assignments Check-in: How the meeting went	Information Information Information Information	All Admin All All	

March Meeting Min p.2

Member Engagement Committee Plan p.4

Board Calendar p.6



Board of Directors Meeting Unapproved Minutes

Date: March 11, 2024

Convened: 6:03pm Adjourned to closed session: 7:30pm

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), 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 March agenda - Barbara

Second - Bernadette

Agenda approved

Tasks from previous meeting reviewed

Tasks reviewed

Member Comments:

One comment came in through the zoom chat, when will the patronage refund be available to members? March 29th and April 1st

Office Hours comments:

- Mostly operational items
- Discussing the financial reports in the member quarterly
- Tyler was able to help a member with a comment that they had

Consent Calendar:

Motion to approve the Consent Calendar which includes the February meeting minutes - Barbara

Second - Alex

Motion approved

GM Update:

Tyler overviewed the staff appreciation week in honor of the Supermarket Employee Appreciation Day. Member days, we saw three weeks with over a million dollars. We also had 119 new members join our Co-op.

Cheese madness is currently being promoted, the staff got to choose the cheese that are in the bracket.

HR is currently fully staffed with the addition of Keely Aubert, she has worked with the co-op for many years.

Stacie Larkin, our current Marketing Director is leaving us. Her last day will be April 2nd.

The strategic plan is kicking into gear. Tyler has hired Kim Tucker to help move this process along.

Action Items:

Member Engagement Committee Plan

The Member Engagement Committee will try to meet before the next Board meeting.

Labeling to April

Policy Committee -

D Policies -

Motion to approve the D3 and D4 policy revisions as presented in the Board packet - Barbara
Second - Prasanna
Motion approved

Arnie states that he has a question regarding the language “any” used in the policies.

Barbara accepts the friendly amendment to replace the word “any” with “a”.

Discussion was had regarding the difference between the two uses.

In Favor 7 / Opposed 2

Motion Approved

Discussion Items:

Mini Gallery of Expectations -

The Board spent this time discussing the C and D policies from their previous retreat.

In a future meeting they would like to talk about a new process for reviewing the C and D policies.

CLOSINGS: Review Board Calendar, Tasks & Assignments

Announcements

Run for the Board Forum is on Wednesday at 6pm.

Office Hours are March 29th

Member Quarterly articles due March 25th

Tasks/Assignments

1. Member Engagement Committee Plan
2. Mini Gallery of Expectations
3. Board Succession Planning
4. Calendar Invite - Plane Info

ADJOURN MEETING AT 7:30pm to Closed Session

Motion: Bernadette

Second: Brian

Motion approved

Respectfully submitted by,

Lizz Ortiz

Board Administrator

Sacramento Natural Foods Co-op

Membership & Education Plan

March 27, 2024

MEMBERS PRESENT:

Felicia Thomas-Hill, Prasanna Regmi, Amanda Buckingham, Kathy Les, Lizz Ortiz

OVERVIEW:

The Member Engagement Committee will develop a program of opportunities for the purpose of educating members about the benefits of cooperation and providing spaces to connect with other members and the co-ops producers and partners

GOALS:

Based on our charter, the Member Engagement Committee will:

1. Work with the store team to plan and coordinate events to educate members on the value of membership and cooperatives
2. Establish a plan for member dialog using a variety of venues
3. Create a framework for the Annual meeting for the Board.

ROLES

The following parties will collaborate in our success:

1. **The Membership and Education Committee** will review and recommend activities and projects to the Board and Staff
2. **The Board of Directors** will review and decide on governance-related items
3. **Staff** will assess feasibility and execute items that meet the Co-op's overall goals
 - a. The General Manager will assess feasibility and relevance of recommendations
 - b. The Marketing Director will assess, consider, and execute marketing activities
 - c. The Board and Member Administrator will administer membership programs per the direction of the General Manager in collaboration with the Committee

METHODS

The Membership and Education Committee brought up the following activities as a way to drive engagement and education of our members:

Continue the following:

1. Events such as Sip n' Savor to drive member engagement. We have hosted an event every quarter and the last one was in February 2024.
 - a. For the next event, the committee is recommending that we have a booth for the board at the Wellness Event. This event is being hosted on Wednesday, May 22nd from 5 pm to 7pm in the Community Learning Center.
2. Hold board office hours to allow for a dialogue. The office hours started in November 2023 and we have held eight sessions as of Mar 29, 2024 . On an average we are hosting these events twice a month and getting rich feedback from our members.

During our meeting the committee discussed the feedback we have brought back from our shoppers, members, staff and board of directors. The common theme for engagement and education is related to more education for our community. We discussed training related to different cooperative structures, local farmers, producers and information related to food. The committee is presenting the following ideas for both the board and the store team to consider. Some of these ideas are simple and can be launched right away and some may require more planning from the store team so the feasibility will have to be determined by the General Manager.

Consider the following:

1. Could we host Farming While Black? This documentary dives into sustainable farming practices rooted in African wisdom and contributions of Black and Indigenous people.
2. How can we drive more visibility to the organizations we are working with? The co-op does round up events and 5c donations to charities daily. Some ideas discussed were:
 - a. Providing organization space at the next Sip n' Savor.
 - b. Providing them an opportunity to have a table at the co-op to interact with shoppers in the store.
3. Create an educational component during our board meeting. Allowing organizations we work with ten minutes to share how they align with either our principles, values or ENDS.
4. Could the store create signs for products on the shelf related to an organization that might be highlighted for the month?
5. Would the co-op have capacity to facilitate events for gardening classes at local farms such as Soil Borne and Yisrael Farms?
6. Could we host sessions related to how we can all reduce our carbon footprint? Is there someone that can educate folks about making good choices to reduce plastics, and understand organizations such as the Monterey Bay Aquarium Seafood Watch.
7. Could we host an event to do as a group? Cleaning up our parks or participating in planting trees etc.

METRICS

Following are some metrics we are planning to grow for the co-op:

- Growth in co-op membership compared to the year prior.
- Growth in representation of our community in membership, events, and leadership
- Increased percentage of sales to members compared to the year prior.
- Increased participation in co-op elections compared to the year prior.

	Jan. 2024	Feb. 2024	Mar. 2024	April 2024	May 2024	June 2024
Board Education & Development	Registration for CCMA: Open Virtual CBL 101- Jan 20	Finance Training for Directors - Feb 1	Effective Meeting Facilitation - March 13 All About Financial Statement Audits - March 27	Virtual CBL 101 - Apr 20	CCMA May 31- June 1 in Portland, Maine - Registration deadline May 16th Constructive Approaches to Handling Complaints About Your GM - May 8	
Board & Member Engagement Opportunities		Member Engagement Event Feb 8th	Call for Board Candidates Run For the Board Forum March Member Quarterly Article & Board Notes Due March 25	Candidate Nomination forms & Election Info Online	Member Engagement Event	Member Quarterly Article & Board Notes Due June 20
Required Agenda/ Packet / Executive Session items	Patronage Refund Decision Election: Policy, Info Packet & Schedule Update Establish GM Evaluation Committee	Nominations & Education Committee Plan Approvals Preferred Shares Dividends Decision				Request for Proposal template to GM(GM compensation) Nominations Com. To Submit Candidates For Board Approval for Ballot Review Board Office Hours
GM Limitation Monitoring Reports	No Reports	B1 – Financial Condition and Activities	No Reports	No Reports	B1 – Financial Condition and Activities, B3 - Asset Protection & A – Ends	No Reports
Co-op Community Happenings		Member Days February 1-28			Member Days May 1-31	

	July 2024	August 2024	Sept. 2024	Oct. 2024	Nov. 2024	Dec. 2024
Board Education & Development				Director Orientation	Retreat	
Board & Member Engagement Opportunities		Member Engagement Event	Annual Meeting Member Quarterly Article Due & Board Notes Due	Call for Committee Members	Member Engagement Event	Member Quarterly Article Update & Board Notes Due
Required Agenda/ Packet Items/ Executive Session	Treasurer gives Bay area CPI to Finance Com. Chair Annual GM Evaluation - completed by July 31st	Board Budget (by August 31) ENDS Policy Review GM Compensation Packet Due Aug 31st	General Election Call for Board Officer Interest	Seat New Board Members Elect Board Officers Call for Committee Chair & Member Interest Columinate Contract	Board Committee Chair & Member Appointments	Co-op Member Committee Appointments
GM Limitation Monitoring Reports	B4 – Membership, B5 – Customer Experience & B6 – Staff Treatment and Compensation	B1 – Financial Condition and Activities	B2 –Planning and Financial Budgeting, B7 –Communication to Board, B8 – Board Logistical Support & B9 – Emergency General Manager(GM) Succession	No reports	B1 – Financial Condition and Activities, & B3 –Asset Protection	B – Global Executive Constraint
Co-op Community Happenings		Member Days August 1-31	Farm to Fork Festival TBA		Member Days November 1-30	

Calendar Items with date to be determined: CA Center for Co-op Development Conference

Register for Columinate Training: <https://columinate.coop/events/>