



Board of Directors Meeting

Date: May 13, 2024

Time: 6pm

Time	Item	Topic	Information/ Action	Presenter
6:00pm		General Business Introductions Agenda Review Review Tasks from April Meeting Member Comments (2 minute limit)	Information Information Information Information	Manny Manny Lizz Manny
	1 2	Consent Calendar March Closed Session Meeting Minutes April Meeting Minutes Corporate Officers	Action Action Action	Manny Manny Manny
		General Manager Update GM Update B1 - Financial Condition and Activities B3 - Asset Protection A - Ends	Information Action Action Action	Brian Brian Brian Brian
	3	Committee Updates Finance Committee Nominations Committee Executive Committee Member Engagement Committee	Information Information Information Information	Arnie Brian P. Manny Prasanna
		Action Items Board of Directors - Appointment	Action	Manny
		Discussion Items CCMA	Information	Manny
8:00pm	4	Closings Announcements Review Board Calendar Review Tasks & Assignments Check-in: How the meeting went	Information Information Information Information	All Admin All All

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Member Engagement Committee p.5

Board Calendar p.7



Board of Directors Meeting Unapproved Minutes

Date: April 8, 2024

Convened: 6:03pm Adjourned: 7:31pm

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

Director(s) Absent: Prasanna Regmi

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

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 April agenda - Bernadette

Second - Barbara

Agenda approved

Tasks from previous meeting reviewed

Tasks reviewed

Member Comments:

No member comments

Office Hours -

Barbara reported on two sessions, there was one person at each session.

One person was a nonmember looking to hold teaching sessions.

A member did come and speak about store changes.

Consent Calendar:

Motion to approve the Consent Calendar which includes the March meeting minutes - Alex

Second - Brian P.

Motion approved

GM Update:

Currently we are accepting nominations for the Make Everyday Earth Day program.

April 24th is Brian Munns return date.

Jolie is working as the Interim Marketing Manager since Stacie's last day was last week.

We are still doing interviews for the Grocery Manager. We are also recruiting for a Produce Manager but have not started interviews.

Switch upgrades have been very successful, no issues this far.

We harvested over 70,000 lbs of Navel Oranges at our farm, the season is now done.

Floor sealing in the food service department has been done.

There will be repainting parking lines near the Aardvark building tonight.

Staff survey is starting next week, we are using a new platform and are excited to see the outcome.

Committee Updates:

Nominations Committee Update

Brian P. stated that the Run for the Board Forum at Revolution was very successful; it provided a more intimate setting for people to ask questions. Personally the one on one setting allowed the conversation to flow more naturally rather than a direct Q&A session.

Executive Committee Update

Alex shared the duties of the Executive Committee.

Finance Committee

Next month the Board will be reviewing the B1 GM Monitoring report and will need a meeting before then.

Action Items:

Member Engagement Committee Plan

Felicia briefly went over the plan and the discussion that was had at the last meeting. The committee will be holding tables at the Wellness Fairs, also the Board will continue to host office hours. The committee spoke about other events to drive member education. She also stated that the committee spoke about partnering with the round up at the register program to further education within the store.

Bernadette spoke about doing zoom sessions with farmers, pre recorded interviews. Also explained that new member mixers or member only events are wanted.

Motion to approve the Member Engagement Committee Plan as presented in the Board packet - Brian P.

Second - Delfina

7 approved / 1 abstain

Motion Approved

Discussion Items:

Mini Gallery of Expectations -

Alex explained that Barbara, Bernadette and Hether met after the last meeting.

Bernadette explains that while the three of them met, they agreed on three categories that should be focused on: member outreach, education and training of Board Directors, succession planning(GM and Board Leadership).

Member outreach - looking over the charter and being specific

Education and training - New Board Director orientation, making sure the executive committee has a plan for when that comes up

Succession planning - Executive limitation report for GM Succession planning, tracking a way to see who is being trained to be an IGM. Also, having more than one person ready to be an IGM. Ensuring the Board Chair has a plan as well.

Discussion about potential tasks from the presentation was had.

CLOSINGS: Review Board Calendar, Tasks & Assignments

Announcements

Barbara made an announcement about a former employee's passing.

New Helvetia Brewing is now a cooperative.

Appointment for a Board Director - Bernadette is leaving the Co-op and now resigning from the Board May 1st. There will also be a vacancy for the Policy Committee Chair.

Tasks/Assignments

1. Schedule a Finance Committee meeting
2. Send Executive Committee invite out

ADJOURN MEETING AT 7:31pm

Motion: Bernadette

Second: Brain P.

Motion approved

Respectfully submitted by,
Lizz Ortiz
Board Administrator

Corporate Officers:

The return of General Manger Brian Munn requires the Board of Directors to reappoint Brian Munn as President of the Sacramento Natural Foods Coop. During Brian's leave over the past 5 months, the Board appointed HR Director and Interim General Manager Tyler Burch to serve as President. Now that Brian has returned to serve in the official General Manager role, it is recommended that the Board appoint Brian Munn as President (corporate officer).

Membership & Education Meeting notes

April 15, 2024

MEMBERS PRESENT:

Amanda Buckingham , Lizz Ortiz , Stacie Larkin , Prasanna Regmi

DISCUSSION:

The Member Engagement Committee met to discuss ways in which we can drive education and engagement with our stakeholders, which includes members, shoppers and the board of directors. The two things we discussed were:

1. How do 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.
2. Incorporating an educational segment into our board meetings to raise awareness about our partner organizations.

In addition to these, we heard the staff's recommendation to host our Annual Meeting.

RECOMMENDATIONS:

1. The committee explored strategies to drive deeper engagement with the organizations the store currently supports. We discussed how our partners can set up dedicated tables to foster connections with our shoppers. While we offer the space to others, Amanda will be engaging in discussions with the Front End Manager to drive a deeper level of engagement, encouraging more people to take advantage of the Co-op's offerings.
2. The committee also discussed how we can support board and member education during our meetings. Since education has been a topic at the majority of our board meetings, Lizz will compile notes from past board discussions, identifying key topics we've explored as a team. Additionally, we plan to gather feedback from the newly oriented board of directors and review insights from the ad hoc education committee. Following the May board meeting, we'll distribute a survey to gauge the board's interest in specific educational components which they would like to see and the committee will present on the debrief at the June meeting.
3. The staff explored various venues for hosting our annual meeting, and they strongly recommend selecting the B Street Theater. Our sponsorship arrangement grants us access to their theater, which provides us with several advantages. If chosen to use B Street Theater, we

will have full access to Gallery B. This venue provides ample seating for 75-85 people (depending on the setup). It includes a stage, lighting, mic setup, and sound. The inclusion of these features is a huge benefit, as it means co-op staff would not be responsible for coordinating those elements separately.

ACTION ITEMS:

- **Pick a date for the annual meeting:**
 - At the June board meeting, the board will vote on approving candidates for the ballot. Since we are hosting two “Meet the Candidates” events on August 21st and September 5th, the MEC committee proposes the following dates for the annual meeting: July 25th, July 27th, Aug 1st and Aug 3rd. Hosting the annual meeting earlier than September would allow members to engage with board candidates.
- **Complete the board development survey in May:**
 - After the May board meeting, the board members will be asked to fill out a survey related to training components they will want to see at future board meetings.

	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/>