



# Board of Directors Meeting Approved Minutes

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Date: May 13, 2024

Convened: 6:04pm Adjourned: 7:27pm

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

Director(s) Absent:

Staff Present: Brian Munn (General Manager), 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: Lizz Ortiz Meeting Facilitator: Manny Meeting Chair: Manny

## **PRELIMINARIES**

Introductions took place.

### **Agenda Review:**

Motion to approve the May agenda - Barbara

Second - Alex

Agenda approved

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

Tasks reviewed

### **Member Comments:**

Two member comments were submitted online and were given to administration since they were operational concerns.

### **Office Hours -**

Barbara stated, May was not a good month for attendance to Office Hours. One member came to thank the Co-op for the Community discount program and another came with operational questions.

### **Consent Calendar:**

Motion to approve the Consent Calendar which includes the March closed session meeting minutes, April meeting minutes and Corporate officer change - Prasanna

Second - Delfina

Motion approved

### **GM:**

Brian Munn states he is glad to be back at the Co-op and appreciates everyone's time while he was away.

The farmers resilience program just finished up, and was able to give out a total of 40k to 7 different farms.

We had a good quarter when looking at our financials, we will be able to meet the half percent growth target.

We will be looking for a Marketing Manager, we will be working with a recruiter to help with this. This should take approx 2-3 months.

Regarding a Finance Director, they have decided to invest in the current finance department to alleviate Angela so she can allocate her time in other places.

The Grocery Manager has been hired. Alex will be starting tomorrow.

Still on the hunt for a Produce Manager.

Staff survey is now complete and we had over 90% participation.

### **B1 - Financial Condition and Activities**

Motion to accept the B1 monitoring report as presented in the Board Packet - Barbara

Second - Delfina

Motion approved

### **B3 - Asset Protection**

Motion to accept the B3 monitoring report as presented in the Board Packet - Arnie

Second - Barbara

Motion approved

## A - Ends

Motion to accept the A monitoring report as presented in the Board Packet - Brian P

Second - Prasanna

Motion approved

## **Committee Updates:**

### Finance Committee -

Arnie stated the committee met in the beginning of May. They will be building the Boards budget at the end of the Month of June.

Arnie would like to implement a Finance committee calendar

### Nominations Committee -

Brian P stated the Nominations committee has been busy. 13 people applied to run to be on the Board of Directors, 9 people are being interviewed, from there there will be a slate of candidates presented to the Board in June.

### Executive Committee -

Manny stated that GM monitoring reports that were pushed back because of Brian M's absence will be coming to the Board in July. He also stated that a General Manager review timeline will be carried out soon.

### Member Engagement Committee -

Prasanna stated the committee has been talking about upping education within the store. An idea they had was allowing round-up at the register participants come into the Co-op to table and spread information about their organization.

Educational components - They would like to have educational pieces during the Board meetings and wanted to ask the Board if there are any other topics they would like to see.

Annual meeting - Lizz will be sending out a doodle poll to solidify a date for the annual meeting.

## **Action Items:**

### Board of Director Appointment -

Motion to appoint Bernadette to the Board of Directors - Alex

Second - Delfina

Amendment to the motion to appoint Bernadette as the Policy committee Chair and Election committee effective immediately.

1 abstain / 7 approved

Motion approved

## **Discussion Items:**

### CCMA -

Manny gave a brief overview of the travel plans for the Board Directors attending the CCMA conference.

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

### **Announcements**

Barbara signed up and attended the Columinate training and was happy to hear that the Board did exactly what they explained in regards to "Complaints about our General Manager".

New Helvetia Co-op, some Board of Directors went and had a great time.

Tasks/Assignments

1. Nominations Committee will bring the slate of candidates to the June meeting
2. Lizz will send out a doodle poll to solidify Annual meeting date
3. Lizz will send out google form for the MEC - educational components
4. Exec Committee to initiate GM Review Committee and Timeline

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

Motion: Delfina

Second: Alex

Motion approved

Respectfully submitted by,  
Lizz Ortiz  
Board Administrator