**FINAL - UKIAH NATURAL FOODS**
**(A.K.A THE HOMESTEAD EXCHANGE)**
**MINUTES OF THE BOARD OF DIRECTORS**

The regular meeting of the Ukiah Natural Foods Board of Directors was convened on Monday, December 15th, 2025, at 5:32 PM in-person at the Ukiah Natural Foods.

**BOARD DIRECTORS PRESENT:** Tim Dolan (Treasurer), Angie McChesney (Vice President), Tom Chandler, Gideon Burdick (President), Christine Rodrigues (Secretary), Larry Mayfield, Ky Myers, Steve Turner, Steve Groff

**STAFF PRESENT:** Rob Drake (GM), Anne Wright (Accounting Manager)

**MEMBER OWNERS:** Bruni Kobbe

President Burdick called the meeting to order at 5:32 P.M.

1. **Introductions and Check-Ins:**

2. **Brief Announcements and Confirm Agenda:**

   Board Member Turner **MOVED to approve the agenda as presented.** Seconded by Board Member Mayers. **MOTION PASSED.**

   Yes: Board Members;
   Burdick, McChesney, Chandler, Mayfield, Dolan, Rodrigues, Myers, Groff, and Turner

3. **Consent Agenda:**

   Approve with changes as presented, removing the Finance Committee meeting minutes to the next meeting.

   Board Present Burdick **MOVED to approve the agenda with changes presented.** Seconded by Board Member Mayfield. **MOTION PASSED.**

   Yes: Board Members:
   Burdick, McChesney, Chandler, Dolan, Mayfield, Rodrigues, Myers and Turner

4. **Public Forum:**

   The member(s) present shared the following comments and/or questions with the board:

   - All final versions of board meeting minutes should be marked as either “Draft” or “Approved” once any requested changes are incorporated.

- In meeting minutes, please spell out any acronyms for clarity.
- Can the board include the names of any staff members mentioned in meeting minutes?
- Is it time to evaluate the mix of the many coffee items in the bulk section?

5. **General Manager Report:**

GM Drake stated that there was an internet outage on Thursday, 12/11, and Friday, 12/12. The outage occurred at noon, and when the backup didn't kick in, it took about a day for Comcast to fix it. During the outage, the store was only able to take cash payments. Other internet service providers will be considered for a second backup account, because this was a “knuckle buster” experience for staff, and Comcast did not provide services as promised. The incident was reviewed by the Leadership Team, which will develop new documented procedures and staff training.

GM Drake stated that we should have the proposed budget for the January meeting. There have also been some staff changes, including a new Grocery Manager and Assistant Manager.

6. **Budget Update:**

GM Drake stated that we are projecting flat sales in 2026 due to recent sales trends. The Accounting Manager stated that we received new health insurance quotes, and that those costs will go up by about 13% in the new year. In good news, our Workers Comp insurance went down $40k from last year.

7. **Year-End Bonuses:**

Treasure Dolan stated that the Finance Committee was presented with a proposed to distribute $15,000 in cash bonuses for staff and that the committee is bringing it to the board for approval. A total of $17,000 will be set aside to include the bonus amount, plus

The recommendation by the finance committee to designate $17,000 in cash bonus funds for staff was approved by the board.

Yes: Board Members:
Burdick, McChesney, Chandler, Dolan, Mayfield, Rodrigues, Myers, and Turner

8. **Edwards Jones Signator:**

Robert Drake needs to be added to the Edwards Jones account as a signer.

The recommendation by the finance committee to add Robert Drake as a signatory to the Edwards Jones account was approved by the board.

Yes: Board Members:
Burdick, McChesney, Chandler, Dolan, Mayfield, Rodrigues, Myers, and Turner

**9. Committee Reports:**

*Owner Relations Committee* - Board Member Groff summarized the minutes on the last meeting, the committee meetings, which will again be held at 4PM until further notice. The UNF Marketing Manager will print 100 flyers to be distributed to teachers at Ukiah High Schools in their mail boxes. With the help of National Co-op Grocers (NCG), our national cooperative organization, we will be conducting a market survey among members, customers, and non-customers to help UNF develop a new marketing plan.

*Board Development Committee* - Secretary Rodrigues stated that we are thinking about doing a meet and greet in the Cafe in February to allow members to meet the board and any board candidates that have applied. There was a reminder to Board members to talk to potential members about joining the board. The annual board self-assessment survey will go out soon. Regarding the transition of the Google Workspace, the committee discussed that the account's "Super Admin" will be the Board Administrator, and the backup will be the Board Secretary.

Board Secretary Rodrigues **MOVED to approve the GoogleDrive Super Admins to be Board Administrator and Board Secretary**. Seconded by Board President Burdick. **MOTION PASSED.**

Yes: Board Members:
Burdick, McChesney, Chandler, Dolan, Mayfield, Rodrigues, Myers, and Turner

*Finance Committee* - Treasurer Dolan summarized the committee minutes and what the Accounting Manager reported on which all reports are included.

**10. Little Questions:**

None at this time.

**11. Topics for Next Month:**

- Budget
- GoogleDrive

**12. Closing and Evaluation:**

President Burdick adjourned the meeting at 7:50 P.M.
The next Meeting is on **January 18, 2025,** via Zoom
Submitted by Erica Ramirez, Board Administrator