BOARD OF DIRECTORS MEETING HIGHLIGHTS

February 2026

Meeting Date & Venue: February 16, 2026, at the Ukiah Coop | **Next Meeting:** March 16, 2026, at the Ukiah Coop

Overview

The Board of Directors met to review operational updates, financial performance, and governance matters while continuing work on improving reporting and member engagement. The meeting included updates from the General Manager and board committees, along with several administrative approvals related to financial account signatories and organizational reporting.

Key Updates & Decisions

- **Financial Account Updates:** The board approved updating financial account signatories to add incoming Accounting Manager Joseph Riemann and remove retiring Accounting Manager Anne Wright.
- **New Financial Reporting Tools:** Leadership introduced a new multi-year sales trend report designed to help the board better understand department performance and operational patterns.
- **Accounting Leadership Transition:** Joseph Riemann has joined the Co-op as Accounting Manager and is transitioning responsibilities with Anne Wright ahead of her retirement.
- **Customer Experience Feedback:** Member feedback remains very positive, especially regarding local produce, natural products, and friendly staff. Common suggestions include more space and parking.
- **Member Appreciation Weekend:** The first Member Appreciation Weekend featuring a 30% member discount generated strong participation and increased engagement.
- **Annual Report Distribution:** Beginning in 2026, the annual report will primarily be distributed by email with printed copies available at the store upon request.

What's Ahead

- Review year-end financial results and the ongoing financial audit.
- Discuss potential patronage dividends and staff profit-sharing.
- Welcome incoming board members for the next term.
- Continue improving reporting and board development initiatives.

Get Involved

Members are always welcome to attend the open session of board meetings or share feedback by emailing board@ukiahcoop.com. For updates, visit ukiahcoop.com.

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, February 16th, 2026, at 5:35 PM at the Ukiah Coop.

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

BOARD DIRECTORS ABSENT: Tim Dolan (Treasurer)

STAFF PRESENT: Rob Drake (GM), Anne Wright (Accounting Manager), Joe Riemann (Incoming Accounting Manager)

GUESTS: Anthony Browning (Incoming Board Member)

President Burdick called the meeting to order at 5:35 P.M.

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

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

   Board Member Mayfield **MOVED to approve the agenda with the removal of the December Board Meeting Minutes.** Seconded by Board Member Groff. **MOTION PASSED.**

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

3. **Public Comment:**

   None at this time.

4. **Consent Agenda:**

   Approve with changes as presented, with changes to the December, and January Board 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, Mayfield, Rodrigues, Myers, and Turner

5. **Resolutions for Edward Jones Account Signatory Change:**

There is only one letter to add Joseph Riemann and remove Anne Wright.

Board Member Turner **MOVED to approve the resolution to add Joseph Riemann and remove Anne Wright.** Seconded by Board Member Ky Mayers. **MOTION PASSED.**

6. **Motion to Add/Remove Signatures on Savings Bank of Mendocino:**

This is a letter that will need to be signed by officers of the board. This is adding Joseph Riemann and removing Anne Wright as signatures to our savings bank accounts.

Board Secretary Rodrigues **MOVED to approve adding Joseph Riemann and removing Anne Wright from the Savings Bank account, with changes as presented.** Seconded by Board Present Burdick. **MOTION PASSED**

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

7. **General Manager Report:**

GM Drake reported that he and Board Secretary Rodrigues have been working on a new report, Board Secretary Rodrigues shared her screen and reviewed the annual sales report of the last five years, which is a trend report that shows how operations look at departments. Board Secretary Rodrigues went into a more in-depth overview of the new report that was presented and how it all works together as it relates to all the departments. This report will be an annual report and that there are other reports that are a work in progress and more to come.

We have hired a new Accounting Manager, and Joe Riemann is training with current Accounting Manager Wright until she retires at the end of February.

Overall satisfaction with customers picked up slightly and our overall top scores, overall satisfaction, are likely to return and to remain high and so over the top 20% within NCG. The negative feedback tends to be that the store is too small and cramped, and that we don't have enough parking spaces. We are getting a ton of positive comments such as "**We love that the produce is locally grown, we're happy with the natural products you carry, your store is well-lit, and everyone is friendly." "I love the selection of organic, vegan, and natural foods.'**

GM Drake stated that we had our first Member Appreciation Weekend, where our discount doubled to 30%, and we did have some numbers that showed quite an increase in staff engagement and staff shopping. We are happy with how this turned out and will be doing it again in the future.

GM Drake stated that the Co-op Cafe workshop has left a lot of ideas that we can look at as how to work together as Co-ops. The staff who went to the Co-op Cafe was board Secretary

Rodrigues, Produce Manager Libby, Floor Manager, Lodi and other staff from the store.

8. <u>Committee Reports:</u>

Owner Relations Committee (ORC) - Board Member Groff gave a summary of the minutes from the last meeting, there was no marketing report, there was also a discussion on ORC having a small spot on the member notice board. There was a discussion on getting the Board Agenda out after the board meeting even if it's a rough draft.

Board Secretary Rodrigues **<u>MOVED to approve in 2026, the annual report be distributed primarily through email and that printed copies will be available at the customer service desk upon request.</u>** Seconded by Board Present Burdick. **<u>MOTION PASSED</u>**

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

Board Member Turner stated that the Meet the Board and Candidates went really well, all the board candidates were there.

Board Development Committee (BDC) - Secretary Rodrigues stated that there are a couple of board members that have not completed the board survey. We have Anothony Browning who is here today and listening into the meeting. We also met up with Maria Lendetta and Jen Dalton who attended the meet and greet last week. We have three seats open for the upcoming term. The Board Development Committee reviewed 3 applications that were received. You can see them all in the, the board applicant's folder, in the board drive. We reviewed all those applications to ensure that all the candidates met the requirements as stated in the bylaws, and those qualifications include membership and good standing, and all the other eligibility requirements. We confirmed that all three applicants met those applications. And because the number of qualified candidates equals the number of open seats, this is, not… there's no contested election, meaning we do not need a vote.

Finance Committee - Board member Turner stated that at the meeting we reviewed the January sales, Q4 sales and margins. We are in an audit right now and it will be wrapping up soon and then next we will be looking at patronage dividends. Accounting Manager Wright is projecting, a positive EBITDA, and there's a tradition of the board to approve 5% of that as profit sharing back to the staff

General Manager Evaluation Committee (GMEC) - President Burdick stated that we conducted a skip-level survey of the department managers, with our new fancy survey account that allowed for anonymity. 10 of 13 managers responded and it was anonymous and they were overwhelmingly positive and supportive.

9. Little Questions:

None

10. Topics for Next Month:

- GoogleDrive
- State of Organization
- Patronage Dividends
- Year End Financial Review
- New Board Members
- Board Self-Evaluation

11. Closing and Evaluation:

President Burdick adjourned the meeting at 7:35 P.M.
The next Meeting is on **March 16th, 2026,** via Zoom
Submitted by Erica Ramirez, Board Administrator