

**DRAFT - 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)

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:

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 following changes were presented, by Burni Kobbe:

Several comments and requests were shared:

- 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.

- There were comments made that we put names of people that we are talking about within the minutes and staff.

5. General Manager Report:

GM Drake stated that there was an internet outage, the backup didn't kick in and it happened at noon and it took about a day for Comcast to fix it and the store was only able to take cash until it was up and running. Other internet services will be looked at as this was a problem and the provider didn't tend to it as they presented.

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

There was an overview on what happens when someone doesn't use their co-op account for three years and what happens to those funds for Member Owner Burni Kobbe.

6. Budget Update:

GM Brake stated that we are projecting flat sales due to recent sales trends. Accounting Manager stated that we received the insurance numbers and that it's going up about 13% and that our Workers Comp insurance went down \$40k less than last year.

7. Year-End Bonuses:

Treasure Dolan stated that the Finance Committee was presented with \$17k in cash bonus for staff and that the committee is bringing it to the board for approval.

The recommendation by the finance committee for the \$17k in cash bonus for staff was approved by the board.

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

8. Edwards Jones Signator:

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

The recommendation by the finance committee, and approved by the board to add Rob Drake to be a signatory to the Edwards Jones account.

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

9. Committee Reports:

Owner Relations Committee - Board Member Groff gave a summary of the minutes on the last meeting, the committee meetings will be moving back to 4PM meetings. Marketing Managers is going to print out 100 flyers to be passed out at Ukiah High Schools in the teachers boxes.

Board Development Committee - Secretary Rodrigues stated that we are thinking about doing a meet and greet on the first Friday in the Cafe 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. We are also needing to do the annual board survey. As for the Google Drive Security, the committee discussed that the Super Admin of this be the Board Administrator and then the back up 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 gave a summary on 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