

**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, November 17th, 2025, at 5:31 PM at the Ukiah Coop.

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

**BOARD DIRECTORS NOT PRESENT:** Steve Groff

**STAFF PRESENT:** Rob Drake (GM), Anne Wright (Accounting Manager), Dagoberto Gonzalez (HR Manager), Lodi DeAlba (Front End Manager)

President Burdick called the meeting to order at 5:31 P.M.

1. **Introductions and Check-Ins:**
2. **Brief Announcements and Confirm Agenda:**

Board Member Mayfield **MOVED to approve the agenda as presented.** Seconded by Secretary Rodrigues. **MOTION PASSED.**

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

3. **Consent Agenda:**

Board Member Turner **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:**

None

5. **General Manager Report and Welcome:**

HR Manager Gonzalez stated that he and Front End Manager DeAlba are transitioning back into their roles as HR Manager and Front End Manager now that new GM Drake has joined the team last week. Our Grocery Manager has left and an internal staff member who has been the Assistant Grocery Manager will be offered the role and then will be back filling that role with an

internal staff member. For Holiday hiring there was a seasonal produce clerk to get through the Holiday season. A grocery receiver was also added but without adding hours and will be moving staff around to accommodate that. Deli is set up for the holidays. Manager meetings are still happening and the team is reviewing the customer experience surveys and customer comments as a group and then safety training is under way due to the change in weather. The new produce cooler is now on the floor and here. New locks have been added to some gates due to breaking in attempts.

New GM Drake stated that it has been a positive start and introduction. Projects that will be in the works are making sure that each department has standard operating procedures.

**6. Budget Update from Staff:**

Accounting Manager stated the budget is on her desk, and being acting GM has put her behind and then she has been short on staff. A draft might be submitted in December but we are waiting to get insurance numbers added into the budget.

**7. Member Email Response Procedure:**

Secretary Rodrigues inquired if everyone read the member email response procedure and if there were any comments or questions. The board agreed with the procedure.

**8. Member Guest Attendance at Board Meetings:**

Secretary Rodrigues discussed the member guest attendance policy with the board. There was a discussion on posting the agenda for membership to view 24 hours in advance and where it would be posted. When the agenda is completed it will be sent to Marketing Manager Boyd to post. Public comment will be in the beginning of each meeting as listed on the agenda.

There will be a summary of the board minutes that will be posted after each meeting.

**9. Committee Reports:**

Owner Relations Committee - We have two new member-owner committee members. We are having a flyer printed to be put in teachers' boxes at Ukiah High School

Board Development Committee - Board recruiting is under way, we have a nice new packet, we are having those conversations now with potential people. It would also be nice to have a meeting at the board event to talk to potential board members. There was a recap on the Google Drive and security permissions that we are working on and will report back on as we have more information.

Finance Committee - A review of the finances was shared from the meeting. We are flat to one percent. Basket size is flat, membership transactions are low. There was also a discussion on Accounting Managers Wright replacement and when her last day will be.

GMEC - Met with new GM Rob Drake before the board meeting today. First 90 day goals, GM report, one on one meeting with all department heads and the board, and then there will be an open house on December 15th.

**10. Little Questions:**

None at this time.

**11. Topics for Next Month:**

- Budget
- GoogleDrive

**12. Closing and Evaluation:**

President Burdick adjourned the meeting at 6:52 P.M.

The next Meeting is on **December 15, 2025**, at Ukiah Natural Foods

Submitted by Erica Ramirez, Board Administrator