

**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, September 18, 2023, at 5:33 PM at Ukiah Natural Foods.

BOARD DIRECTORS PRESENT: Leo Buc (President), Gideon Burdick (Vice President), Tim Dolan (Treasurer), Angie McChesney (Secretary), Thomas Chandler, Steve Turner, Steve Groff, Larry Mayfield, and Christine Rodrigues

STAFF PRESENT: Lori Rosenberg (General Manager)

President Buc called the meeting to order at 5:33 P.M.

1. Introductions and Check-Ins:

2. Brief Announcements; Confirm Agenda:

Board Member Mayfield **MOVED to approve the agenda with additions.** Seconded by Board Member Rodrigues. **MOTION PASSED.**

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

3. Consent Agenda:

Board Member Turner **MOVED to approve the consent agenda.** Seconded by Board Member Burdick. **MOTION PASSED.**

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

4. Board Recruiting:

Board Member Rodrigues talked about the board matrix and reviewed it with the board for any edits or additions to the document. There was a discussion on what professional status and professional experience meant. President Buc stated that organizational change and leadership transitions should be listed as this is what the board would need in the next few years. It was stated by several board members that law enforcement should be removed from the list as it's not relevant.

Once the matrix is approved, Board Member Rodrigues will send this out in a survey format to all board members, and a deadline will be listed on the survey for completion.

There was a discussion on the membership list and dividing up the names so board members can contact those members who would be a good fit for the Coop Board based on the board's needs. This list also needs to be prescreened to make sure that tenure has been met.

There was a discussion on board member references and that this is not a practice that the Coop does when obtaining new Board Members.

5. Board Self-Assessment Survey:

Board Member Rodrigues reviewed the board self-assessment survey with the board and inquired about past processes with the survey.

There was a discussion on the results being anonymous in SurveyMonkey, based on the discussions had the survey been named rather than anonymous. Board Member Rodrigues will send the survey out from her account.

6. GM Report:

Board Member Turner inquired about the Kitchen roles presented in the report. GM Rosenberg stated that we lost a lead cook and we also have the management position role open.

President Buc discussed labor tracking and asked how the search was going with the Kitchen Manager role. GM Rosenberg stated that we have had applicants apply but none that qualify for the role. President Buc stated at what point will the salary be reviewed and increased to attract more qualified candidates.

Committee Reports:

Owner Relations, Vice President Burdick stated that the committee has been taking a look at the Donations and Grants along with Board Member Rodrigues help. An overview of the program was done and we summarized what was done in 2022. We are going to reach out to those who received grants in the past for feedback.

Board Development - Board Member Rodrigues stated that we need to take a look at what kind of strategic planning we want to do here in the near future.

Finance Committee - President Buc stated that the committee had conversations on items # 14 and 15 in the packet regarding the by-laws clause on patronage dividends. A meeting will be set up with the board President, Treasurer Dolan, and Coop Staff with the Coop Attorney on those items and questions presented. There was a discussion on looking at the labor budget for 2024 and the committee has asked management to create a labor budget at the MIT living wage compensation vs the current budget.

GMEC - President Buc stated the committee met today and is working on drafting a retirement policy, providing ten-year plus employees additional benefits upon retirement. Hoping to have a draft by the November meeting.

Farmer Loan - Board Member McChesney stated that we need two more board members to join this committee, per the policy states. The two board members that will be joining the committee will be Board Member Chandler and Board Member Mayfield.

7. Little Questions:

GM Rosenberg stated that the board member list will contain members of record, phone number, city, and length of membership.

8. Topics for Next Month:

- Board Recruiting
- Retain Patronage Dividends
- Draft Budget

9. Closing and Evaluation:

President Buc adjourned the meeting at 7:04 P.M.
The next Meeting is on **October 16th, 2023** by Zoom
Submitted by Erica Ramirez, Board Administrator