

**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, September 15th, 2025, at 5:30 PM via Zoom.

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

STAFF PRESENT: Anne Wright (Accounting Manager), Dagoberto Gonzalez (HR Manager), Yvonne Boyd (Marketing Manager)

President Burdick called the meeting to order at 5:30 P.M.

1. Introductions and Check-Ins:

2. Brief Announcements and Confirm Agenda:

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

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

3. Consent Agenda:

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

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

4. GM Report:

Accounting Manager Wright stated that it has been a lot of work, and the team is now seeing that certain things weren't done. The team is identifying those and trying to document the issues and begin the process of holding people accountable in performance reviews for things that aren't being done, which has been challenging.

Cross-training is going really well, and every newly hired non-admin staff member will be trained as a cashier. We've instituted all-store facing, where all staff will face the store at 11 a.m. and 2.45 p.m. every day. We used to do this years ago, and the shelving will be cleaned and faced.

We're reviewing the merchandising policy. We reviewed it at a manager's meeting to ensure all managers are aware of their responsibility to uphold the policy, and are aware they will be held accountable for following it. The new GM will also need to follow this policy.

Accounting Manager Wright stated that the new produce cooler has been ordered, and it's being built, and the ETA is mid to late October. We got the produce walk-in cooler repaired; it was \$9,500. The resurfacing and restriping are scheduled for September 25 and 26.

5. Yvonne's Marketing Report:

Marketing Manager Boyd stated that in partnership with Frey Vineyards, we will be doing a Co-op brand of wine that will hopefully be going National Co-op type of thing, and this will be coming out in Spring, and hoping to be able to showcase it at our Annual Meeting. We are starting at 500 cases, half white and half red, and this will work for us and the other Co-ops that we have in line.

6. Committee Reports:

Owner Relations Committee - Meetings have been focused on membership and how to gain more members.

Board Development Committee - The committee is currently updating the recruiting packet. Included in the board packet is the draft BOD commitment and confidentiality agreement, and asked for feedback and if we can roll this out and sign it. We will be signing the agreements this upcoming year.

Finance Committee - There was a brief review of the finance stats from the meeting. Accounting Manager Wright stated that the NCG is putting together, or has already put together, a program that is trying to get all the co-ops on the same page about how their financial information is stored and presented.

GMEC - No meeting

7. Little Questions:

Accounting Manager Wright stated that she will be retiring in January.

8. Topics for Next Month:

- None Reported

9. Closing and Evaluation:

President Burdick adjourned the meeting at 6:30 P.M.
The next Meeting is on **October 20, 2025**, via Zoom
Submitted by Erica Ramirez, Board Administrator