



SEVANANDA NATURAL FOOD  
REGULAR BOARD MEETING  
Tuesday April 20<sup>th</sup>,2021

**Board Members Present:** Wanique Shabazz, Jessica McMorris, Adama Alaji, Jerilyn Bell, Staton Winston, Melissa Fortune and Jessica Rocker.

Jasmine Simone present until 8:24PM

**Board Members Absent:** None.

**Non-Board:** Cheranna Dottin (Board Admin) and Ahzjah Simons (Cooperative Director/ General Manager)

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*Due to COVID-19 and social distancing order the Board decided to meet this month via ZOOM conference video call.*

**BUSINESS** Board President Wanique Shabazz called meeting to order at 6:35PM.

Wanique volunteers to be the cue taker and Jessica Rocker be the timekeeper.

**Approval of the Agenda**

The Board uses the allotted time reviewing the April 2021 agenda adjusting where necessary.

Adama Alaji motion to approve the April 2021 regular meeting agenda as amended.

2<sup>nd</sup>: Melissa Fortune

Votes Taken:

Adama Alaji-Yes.

Jerilyn Bell-Yes.

Jasmine Simone-Yes.

Jessica McMorris-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica Rocker- Yes.

Staton Winston- Yes.

**-Motion carried.**

## **Approval of the February and March 2021 Minutes.**

Jessica McMorris motion to approve the February 2021 minutes as submitted and amended.

2<sup>nd</sup>: Melissa Fortune.

Votes Taken:

Adama Alaji-Yes.

Jerilyn Bell-Yes.

Jasmine Simone-Yes.

Jessica McMorris-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica Rucker- Yes.

Staton Winston- Yes.

***-Motion carried.***

Jessica McMorris motion to approve the March 2021 minutes as submitted with changes.

2<sup>nd</sup>: Melissa Fortune.

Votes Taken:

Adama Alaji-Yes.

Jerilyn Bell-Yes.

Jasmine Simone-Yes.

Jessica McMorris-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica Rucker- Yes.

Staton Winston- Yes.

***-Motion carried.***

## **GM/ Ops Monitoring Report**

By Ahzjah Simone.

For the month of April 2021, the GM Monitoring Report is based on both,

### ***Policy III-2 Policy Type: Treatment of Members.***

*“With respect to interactions with member-owners or those applying to be member-owners, the GM shall not cause or allow conditions, procedures, or decisions which are unsafe, unidentified, biased, unnecessarily intrusive, disrespectful, misrepresentative, or which fail to provide appropriate confidentiality or privacy.”*

Reporting from both a perspective of COVID and no COVID:

Environmental: operations are looking to reinstall solar panels on roof of store;

Improvements on customer service/training and responding to the needs/comments of customers particularly in the wellness dept.; Adding products and digital outreach to be competitive to other stores; survey planning is in place (i.e., receipt survey, expansion, legislation issues); covid and general cleanings are continuing. New grievance on a product that seemed to have racist statements on their website. GM is on the diversity and inclusion NCG Board and is looking into this.

### **Expectations Met**

#### **Policy III-3 Policy Type: Treatment of Customers.**

*“With respect to interactions with consumers, or those applying to be consumers, the GM shall not cause or allow conditions, procedures, or decisions which are unsafe, undignified, biased, unnecessarily intrusive, disrespectful, misrepresentative, or which fail to provide appropriate confidentiality or privacy.”*

On average, 25-28% of sales are to customers, and about 61% of sales are to members, which gives us a larger group of people to develop loyalty with and convert to members.

*See Notes For Details.*

Jasmine Simone motion to approve the April 2021 GM monitoring report as submitted.

2<sup>nd</sup>: Melissa Fortune

Votes Taken:

Adama Alaji-Yes.

Jerilyn Bell-Yes.

Jasmine Simone-Yes.

Jessica McMorris-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica Rocker- Yes.

Staton Winston- Yes.

*-Motion carried.*

## Old Business

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### **PG Training discussion time**

*Jessica McMorris and Mason West who completed Policy Governance Training committed to create training videos for the Board Members.*

The Board received PG training video supplied by Mason W. Wanique S, Jamelle R, Jasmine S, Staton W. all completed the training video. Jessica R. started watching the video yet did not complete it due to Jessica M. stating there are pre and post video materials. Jasmine spoke to Mason and the materials Jessica referred to are not that necessary to viewing the current video and urges people to get the information along the way. Jerilyn B. and Adama A. both plan to watch the video soon. More information will be coming soon. The Board agrees that the video was very helpful. Module 1 is on the 10 principals of PG. They viewed the training as an improvement tool for holism, member owner linkage, board retreats, and the ENDS statement. Jessica reinforced that there is a structure to the trainings Mason and herself created, which includes activities, readings, and videos to be completed before the training video, and the same to complete after the training video. They spent several months and multiple revisions, with input from the board, to design the trainings the way they are structured. Jessica encouraged the board to complete the trainings as structured. She also stated that the training videos come from Mason to her so that she can deliver the training Modules as designed.

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## New Business

### **New Board of Directors Orientation confirmation form.**

New Board members Staton Winston and Jessica Rocker reports on receiving the new board orientation DVD's along with the "Board's That Make a Difference" book. Once they complete the new Board orientation, they will sign the confirmation form to acknowledge viewing.

### **Code of Conduct Acknowledgement & Conflict of Interest Disclosure Statement**

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Jessica McMorris sent out the updated Code of Conduct Policy to the new board members and other CoC documents will be sent out to the new board members. Jessica M notes that at any point if there is a new change in your relationship with Sevananda then a new CoC needs to be filled out.

## Committee Reports

### Treasurer-2020 Q4 Report

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Jessica McMorris sent out two reports to the full Board. She briefly gives an overview of the Q4 budget noting the follow: The training budget was over (\$57) and the board insurance was over (\$237) Pre-COVID GM was going to look into why there was an increase, GM will follow up on that items increase.

*See Notes for Details.*

### **2021 Proposed Board Budget.**

Jessica presents the 2021 proposed board budget.

*See Notes for Details.*

Jessica McMorris motions for the 2021 proposed board budget to be approved.

2<sup>nd</sup>: Adama Alaji

Votes Taken:

Adama Alaji-Yes.

Jerilyn Bell-Yes.

Jessica McMorris-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica Rocker- Yes.

Staton Winston- Yes.

*-Motion carried.*

### Board Self-Assessment

For the month of April 2021, the Board Self-Assessment is based on **Policy II-9: Policy Title: Board Meetings.**

“Board Meetings are for the tasks of getting the Board’s job done.

1. We will use Board time only for work that is the whole Boards responsibility. We will avoid committee issues, operational matters, personal concerns and other topics that are not the highest and best use of our time. And directors must adhere the time allotted for each discussion.

*The Board reports this item as in process as they work towards maintaining the allotted times during the meeting.*

2. Meetings will be open to the membership except when exclusive session is officially called. (a) We may occasionally use executive session to deal with confidential matters, as long as the purpose of the session should be on the published agenda.

*The Board reports this item as expectations met noting that they always state clearly when an executive session will be held.*

3. We will seek consensus through discussion. We will then finalize and document decisions through the use of motions, seconds and majority vote.

*The Board reports this item as in process due to there being a few stalled issues.*

4. If we must make a decision outside of a regular meeting, that decision must be unanimous and affirmed in writing by all directors. We will include a record of that decision I in the minutes of the next meeting.

*The Board reports this item as in process , decisions outside the meeting needs o be entered in the record.*

Jessica McMorris suggests putting items 1 and 3 to review in August meeting. They agree to putting it on August agenda. Jerilyn Bell will submit email voting plan for May 18 meeting.

Jessica McMorris motion to approve board self-assessment for II-9 with items #1,3 & 4 as “in process” with action plan to me review in the August board meeting.

2nd: Adama Alaji.

Votes Taken:

Adama Alaji-Yes.

Jerilyn Bell-Yes.

Jessica McMorris-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica Rocker- Yes.

Staton Winston- Yes.

**-Motion carried.**

Jasmine Simone motions to adjourn the April 2021 regular Board meeting.

2<sup>nd</sup>: Melissa Fortune.

Votes Taken:

Adama Alaji-Yes.

Jerilyn Bell-Yes.

Jessica McMorris-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica Rocker- Yes.

Staton Winston- Yes.

**-Motion carried.**

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Meeting Adjourned at 9:13PM

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Jerilyn Bell

Board Executive Secretary

\_\_\_\_\_ on behalf of the BOD's

9.17.2021

Date

**SEVANANDA NATURAL FOOD  
REGULAR BOARD MEETING NOTES**

**Tuesday, April 20<sup>th</sup>, 2021**

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**Board Members Absent:** None.

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*Physical copies of each item listed in notes can be provided upon request.*

**Member Owners Present:**

Kim Purefoy, She-kuwa, Victor Alexander, Natalie Spicca, Carmen, Ayo Jenkins, Miranda Kawasaki (7:19), Adam Abdulla

**Member Owner Comment**

Maria Sangria, a member owner, ask for updates on staff situation at Sevananda.

**GM Monitoring Report**

April 2021 GM Monitoring Report

Policy III-2 Treatment of Members

Policy III-3 Treatment of Customers

**Committee/Officer Report**

2020 Q-4 Board Budget

2021 Proposed Board Budget

**Board Self-Assessment**

Policy II-9: Board Meeting