



**SEVANANDA NATURAL FOOD
REGULAR BOARD MEETING**

Tuesday, October 20th 2020

Board Members Present: Wanique Shabazz, Pearletta Graves, Tracy Dornelly, Jerilyn Bell, Melissa Fortune and Jessica McMorris.

Mason West present at 7:00PM

Pearletta Graves present at 7:03PM

Adama Alaji present at 7:16PM

Jasmine Simone at 6:46PM-6:53PM & 7:15PM-Adjournment.

Non-Board: Cheranna Dottin (Board Admin), Ahzjah Simons (Cooperative Director/ General Manager) and Ano Dennis (Store Support Manager/IT)

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

BUSINESS: Board President Wanique Shabazz called meeting to order at 6:46PM. Quorum was met.

Jerilyn Bell self-appointed as timekeeper.
Wanique Shabazz self-appointed as cue taker.

Approval of Agenda

Tracy Dornelly motions to approve the October 2020 agenda as amended.
2nd: Jessica McMorris

Votes Taken:

Wanique Shabazz-Yes.

Tracy Dornelly-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Jessica McMorris-Yes.

Motion Approved

Approval of Minutes

Jasmine Simone motions to approve the September 2020 regular meeting minutes as submitted with changes.

2nd: Melissa Fortune.

Votes Taken:

Wanique Shabazz-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

Tracy Dornelly-Yes.

Jerilyn Bell-Abstained.

Melissa Fortune-Yes.

Pearletta Graves-Yes.

Adama Alaji-Abstained.

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Motion Approved

The initial motion for this item was tabled due to quorum not being met because Board Secretary Jerilyn Bell was absent from the September meeting resulting in automatic abstention. Motion revisited at 7:28PM.

Jasmine Simone motions to approve the August 2020 regular meeting minutes as submitted with changes.

2nd: Tracy Dornelly.

Votes Taken:

Wanique Shabazz-Yes

Mason West-Yes

Pearletta Graves-Yes

Tracy Dornelly-Yes

Jerilyn Bell-Yes

Melissa Fortune-Yes

Pearletta Graves-Yes

Adama Alaji-Yes

Tracy Dornelly-Yes.

Motion Approved

The vote on this item tabled from September Regular meeting.

GM Monitoring Report

For the month of October the GM Monitoring is based on Policy III-7: Asset Protection.

“The General Manager must not allow assets to be unprotected, unreasonably risked, or

inadequately maintained.”

Interpretation: The GM interprets this policy to mean that the General Manager must be on the alert for any acts of negligence, lack of effort, breach of policy, procedure, which could put cooperative assets at risk from being protected, properly maintained, or replaced in a timely manner.

Operational Update:

Generally the customers are responding to the COVID requirements positively but there have been a few complaints. These incidents have been reported to the board. GM also mentions looking at capital campaigns and trying to move to a living wage as a positive image enhancement

Ano Dennis reports on the IT aspect of Policy III-7

Systems update: recently added iDrive cloud backup, battery backup were replaced, firewall upgraded based upon recommendations, all workstations have been updated to Windows 10. ADT upgraded (it was 10 years old), security camera were upgraded to record and have better quality. All licenses are up to date which keeps the software for credit card machines current. Parking lot renovations are going well, there are a few more improvements to be made. (*Parking lot improvements paid for by landlord*). Next major improvement is touch less toilets. Upgrade for Finley Sq. is going to happen in the near future.

Audit Updates

Audit was completed and the plan is to bring the Financial Conditions Report to the board in the November meeting.

Tracy Dornelly motions to approve the GM Monitoring Report as submitted.

2nd: Jessica McMorris.

Wanique Shabazz-Yes

Mason West-Yes

Pearletta Graves-Yes

Tracy Dornelly-Yes

Jerilyn Bell-Yes

Melissa Fortune-Yes

Pearletta Graves-Abstained.

Adama Alaji-Yes

Tracy Dornelly-Yes.

Motion Approved

Old Business

Items tabled from September 2020 Meeting.

Board Self-Assessment II-8 Cost of Governance Items 1 & 2 Revision.

Training is not currently occurring the way it usually does because of funding and COVID so we need to set an action plan since we are not fully compliant. Jasmine Simone sent out an idea via email to have video recordings done so that they could be used for future training leading the Board into a full discussion. Due to the Policy Governance system continuously being updated, it would be a challenge to have achieved videos for the program is progressively changing and updating.

The Board agrees on an ad hoc committee to create agenda and training calendar. Wanique Shabazz and Pearletta Graves agree to be part of this committee. Part of the discussion was that the Board is also out of compliance due to not having an approved Annual Agenda for 2020. which includes a training calendar. AND. since it's time for that process again. the Board will create the Ad Hoc committee to create the Annual Agenda and Training Schedule to move in to expectations met. They committed to revisit this "In Process" item in the January 2021 board meeting.

Jessica McMorris motions to approve the action plan for II-8, Cost of Governance, in process items 1&2 to include forming an ad hoc committee to form a 2021 annual agenda that includes training to be brought before the board in December 2020 and this policy action plan to be reviewed Jan 2021.

2nd: Jasmine Simone.

Votes Taken:

Wanique Shabazz-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

Tracy Dornelly-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Pearletta Graves-Yes.

Adama Alaji-Yes.

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Motion Approved

Jessica McMorris will send a follow-up email discussion by Friday October 23rd 2020.

GM Contract

Reported on by Jerilyn Bell.

The draft of the GM contract is complete to be sent out to the Board tonight, October 20th 2020. All questions to be submitted by November 3rd 2020.

Policy Governance Proficiency Program (PGP)

In the July 2020 Board meeting, Mason West and Jessica McMorris thoroughly outlined the possibility of hosting PG training. This training would include an in depth analysis on PG for the Board based on the PGP Certification training that they successfully completed. Due to motion surrounding this item not carrying in September the Board revisits this topic.

A proposal email submitted by Jasmine Simone suggesting videotaping a training organized by those who attended this program led the Board into discussion on how and what they should be receiving from the PG training. Mason proposes that there are three different ways to teach this information to the board, from mastery to usefulness. 10 modules were sent to the board.

Mason and Jessica to decide which modules be videotaped and what has to be in person and present it to the board along with the amount of time each will take.

To be decided on and submitted to the Board prior to the November 2020 monthly meeting.

New Business

None

Committee Chair Reports

Linkage Committee

Reported on by Jasmine Simone.

Sevananda will host its Annual Owner Member on Sunday November 1st from 4PM-7PM, via Zoom Conference. Speakers for this event is still being solidified. Member Linkage has been meeting weekly with operations and GM to organize this meeting and get word out about it. There will be a dry run of the meeting on Thursday, 10/22 and Sunday 11/1 for technical support for the hosts and presenters. Jasmine asks if any committee that is on the agenda has any specific needs that have not been fulfilled for 11/1 the committee should reach out and ask for help. A password will be required in order to protect the privacy of this meeting for it is for Sevananda Members only.

Jasmine requests that both the Treasurer and election committee submit an email with bullet points on what they plan to discuss.

Elections Committee

Reported on by Tracy Dornelly.

Sevananda Board of Directors are in the middle of the 2020 elections process. Since the start of the Call for Candidates process, only one application was submitted. Tracy requests putting more signage up in the store to reach more Member Owners. This suggestion included putting a flyer on the protective shield at the registers. Tracy also recommends the Board tabling to solicit candidates. A doodle survey will be sent out for Board members to schedule tabling at the store.

Jessica McMorris motions to accept all committee chair reports as submitted.

2nd: Tracy Dornelly.

Votes Taken:

Wanique Shabazz-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

Tracy Dornelly-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Pearletta Graves-Yes.

Adama Alaji-Yes.

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Motion Approved

Board Self-Assessment

For the month of October 2020 the Board's Self-Assessment is based on **Policy IV-2**

Policy Title: Unity of Control.

“Only officially passed motions of the board are binding on the GM.”

The Board reports this policy as “expectations met”

Melissa motions to accept policy IV-2 Unity of Control as “expectations met”.

2nd: Tracy Dornelly

Votes Taken:

Wanique Shabazz-Yes.

Mason West-Yes.
Pearletta Graves-Yes.
Tracy Dornelly-Yes.
Jerilyn Bell-Yes.
Melissa Fortune-Yes.
Pearletta Graves-Yes.
Adama Alaji-Yes.
Tracy Dornelly-Yes.
Jessica McMorris-Yes.

Motion Approved

Policy II-9 Items 1 & 4 Board Meetings tabled to the November 17th monthly Board meeting.

Jessica McMorris motions to adjourn the October 20th regular Board meeting.

2nd: Melissa Fortune

Votes Taken:

Wanique Shabazz-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

Tracy Dornelly-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Pearletta Graves-Yes.

Adama Alaji-Yes.

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Motion Approved

Meeting Adjourned at 9:23PM



_____ on behalf of the BOD's
Jerilyn Bell
Board Executive Secretary

9.17.2021

Date

**SEVANANDA NATURAL FOOD
REGULAR BOARD MEETING NOTES**

Tuesday, October 20th 2020

Board Members Present: Wanique Shabazz, Mason West, Pearletta Graves, Tracy Dornelly, Jerilyn Bell, Melissa Fortune.

Pearletta Graves at 7:03PM

Adama Alaji at 7:16PM

Jasmine Simone at 6:46PM-6:53PM & 7:15PM-Adjournment.

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

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

Member Owners Present:

Tunishia Davis.

Vilma Levy.

A.J Taylor.

Member Owner Comment

“Are there any updates on COVID restrictions? “

-Tunishia Davis

Response: Sevananda is currently doing deep listening to the CDS guidelines. Updates are sent out weekly via email as things progress. - Ahzjah Simons.

GM Monitoring Report

-Policy III-7 Asset Protection.

-October GM Monitoring Report.

Old Business

Board Self-Assessment item revision

-Policy II-8 Cost of Governance

PGP Training

-10 Modules from Training.

Board Self-Assessment

-Policy IV-2 Unity of Control