

SEVANANDA NATURAL FOOD  
REGULAR BOARD MEETING NOTES

Tuesday, July 19<sup>th</sup>, 2022

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

Board Member Absent: None.

Non-Board: Cheranna Dottin (Board Admin),

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

**Member Owners Present:**

Sharlise Lowe, Charlie Colpitts, Dewise Demaud, Dorthea Gates, Atasha Murray, Fabian Simpson, Tracie Greene, Joshua Sharp, Tiffany Gilliam, Camilla Paggett and Anthony Samuels.

**Member Owner Comment**

Dorthea Gates inquires about her Board application.

*The elections committee to follow up directly.*

Charlie Colpitts questions the state of the parking lot and when is the construction set to be completed.

*Interim General Management Team Member Dadra Walker responds that work is set to begin late August/ Early September.*

**Committee Chair Reports**

**Treasurer Report**

Q4 2021 Monthly Expenditures.

Final Budget Report/ End of the Year.

Quarterly Budget and Expenditures.

**Board Self-Assessment**

Policy IV-4 Delegation to GM.





SEVANANDA NATURAL FOOD  
REGULAR BOARD MEETING  
Tuesday August 16th,2022

**Board Members Present:** Jerilyn Bell, Staton Winston, Melissa Fortune, Wanique Shabazz, Jessica McMorris, Tracie Greene, Lucy LaVouille, and Dr. Tiffany Gilliam.

**Board Members Absent:** None

**Non-Board:** Cheranna Dottin (Board Admin), Edmund Richards (Interim General Manager Team Lead), Dadra Walker (IGM Team), Michelle Taber (IGM Team), LaDonna Sanders (Columinate Consultant)

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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 6:43PM

**Appointment of Timekeeper and Cue taker.**

Wanique Shabazz- Cue Taker.  
Lucy LaVouille- Timekeeper.

**Approval of the Agenda**

The Board uses the allotted time reviewing the August 2022 Agenda.  
Jessica McMorris motion to approve agenda as submitted with changes.

Tracy: 2nd: Tracy Greene

Votes Taken:

Jerilyn Bell-Yes.

Staton Winston-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica McMorris-Yes.

Tracie Greene-Yes.

Lucy LaVouille-Yes.

Dr. Tiffany Gilliam-Yes.

**Motion Passes.**

**Approval of the August 2022 Minutes.**

*Item tabled to September 2022 Agenda.*

July minutes were sent out; Jessica McMorris requests time to review before voting.

Jessica motion to table the approval of the July minutes to September board meeting.  
2<sup>nd</sup>: Staton Winston.

Votes Taken:

Jerilyn Bell-Yes.

Staton Winston-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica McMorris-Yes.

Tracie Greene-Abstained.

Lucy LaVouille- Abstained.

Dr. Tiffany Gilliam- Abstained.

### **Motion Passes.**

### **IGM Team Update**

Michelle Taber has been working with Jen Christopher from ECIS (system for point of sale) on marketing programs to make sure all the managers are working with the most current programming; She is also working on the fine details pertaining to the liquor license, but operations need to do the survey to Owners again.

October 15 unveiling of the mural. Bleu Walker has been working with NCG to get the department margins updated and to get competitive. Edmund Richards submitted the application for additional funding and is awaiting a response.

Weekly Sales & Labor Report is displayed (attached) Overall sales are plummeting and sales are dipping during the week, but the weekend sales are getting better.

Jessica asks about specific strategies the IGM team is employing to address this financial situation.

Richie responds that the biggest problem is that Sevananda's price updating is not current, so we are losing money on product sale, additionally NCG offers products at a discount, but we are not offering some of those products in the store. The goal is to try and bring those products into the store to offer them at a more competitive price.

***Financial Conditions Report attached in notes.***

### **Old Business**

#### **Introduction of Board Consultant, LaDonna Sanders**

Wanique gives an introduction of LaDonna Sanders. LaDonna is the Boards consultant and will play pivotal part in the Boards governance to assist with the overall turnaround plan and general management recruiting for Sevananda.

### **New Business**

Introduction of New Board Members

The Board takes a moment to acknowledge and welcome the three newly appointed Board members. These Board members were appointed to fill the vacancy on the Board and assist with Board work to help push Sevananda to the next level. The Board welcomes Tracie Greene, Lucy LaVouille, and Dr. Tiffany Gilliam.

## **Committee Chair Reports**

### **Elections Committee**

Given by Staton Winston

The elections process is on schedule and is predicted to stay on schedule for voting to begin in early September.

Dr. Tiffany Gilliam motions to accept the elections committee report.

2<sup>nd</sup>: Tracie Greene.

Votes Taken:

Jerilyn Bell-Yes.

Staton Winston-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica McMorris-Yes.

Tracie Greene-Yes.

Lucy LaVouille-Yes.

Dr. Tiffany Gilliam-Yes.

**Motion Passes.**

### **GM Search Committee**

Given by Jessica McMorris

Jessica has been reaching out to applicants to see if they are still interested and the committee will be meeting weekly as things progress.

Jerilyn Bell motion to accept the GM Search Committee report as presented

2<sup>nd</sup>: Lucy LaVouille.

Votes Taken:

Jerilyn Bell-Yes.

Staton Winston-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica McMorris-Yes.

Tracie Greene-Yes.

Lucy LaVouille-Yes.

Dr. Tiffany Gilliam-Yes.

**Motion Passes.**

## **Board Self-Assessment**

For the month of August, the board self-assessment is based on Policy II-7 Policy Title Board Committee Principles.

This Policy states:

“We will use Board committees only to help us accomplish our job.

1. Committees will reinforce and support Board wholeness.
  - a. In particular, committees help the whole Board move forward when they research alternatives and bring back options and information.
2. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes.
3. The Board will establish, regularly review and control committee responsibilities in written committee charters.
  - a. We will carefully state committee expectations and authority to make sure they do not conflict with authority delegated to the GM.”

This policy is “*In Process*” with an action plan to work with consultant to come into compliance with the Election committee charter and provide update at the next month’s board meeting.

Jessica McMorris motion that Board Policy II-7 Board Committee Principals is in process with an action plan in place to update at the September Board meeting.

2<sup>nd</sup>: Jerilyn Bell

Votes Taken:

Jerilyn Bell-Yes.

Staton Winston-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica McMorris-Yes.

Tracie Greene-Yes.

Lucy LaVouille-Yes.

Dr. Tiffany Gilliam-Yes.

**Motion Passes.**

Jerilyn Bell motions to adjourn the regular monthly Board meeting.

2<sup>nd</sup>: Jessica McMorris.

Votes Taken:

Jerilyn Bell-Yes.

Staton Winston-Yes.

Melissa Fortune-Yes.

Wanique Shabazz-Yes.

Jessica McMorris-Yes.

Tracie Greene-Yes.

Lucy LaVouille-Yes.

Dr. Tiffany Gilliam-Yes.  
Motion Passes.

Meeting Adjourned at 8:43PM

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\_\_\_\_\_ on behalf of the BOD's \_\_\_\_\_  
Jerilyn Bell Date  
Board Executive Secretary

DRAFT

**SEVANANDA NATURAL FOOD**  
**REGULAR BOARD MEETING NOTES**

**Tuesday, August 16<sup>th</sup>, 2022**

**Board Members Present:** Jerilyn Bell, Staton Winston, Melissa Fortune, Wanique Shabazz, Jessica McMorris, Tracie Greene, Lucy LaVoulle, and Dr. Tiffany Gilliam.

**Board Members Absent:** None

**Non-Board:** Cheranna Dottin (Board Admin), Edmund Richards (Interim General Manager Team Lead), Dadra Walker (IGM Team), Michelle Taber (IGM Team), LaDonna Sanders (Columinate Consultant)

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**Member Owners Present:**

Lamont, Dorothea Gates, Charlie Colpitts, and Sharlise Lowe

**IGM Team Update**

Financial Conditions Report

**Member Owner Comment**

Member Owner Lamont expresses his need for employment at Sevananda to the Board. The issue brought forward was operational and was recommended to be handled on an operational level.