

**SEVANANDA NATURAL FOOD REGULAR BOARD OF DIRECTORS MEETING**

**Tuesday, December 21st, 2021**

Board Members Present: Wanique Shabazz, Melissa Fortune, Staton Winston.

Jasmine Simone @ 7:07PM

Board Member Absent: Jessica McMorris and Jerilyn Bell.

Non-Board: Cheranna Dottin (Board Admin), Ahzjah Simons (Cooperative Director/ General Manager) Garland McQueen (Columinate) Elizabeth Heins-Van der Weide, (Wegner CPA’S Auditor)

BUSINESS: Board President Wanique Shabazz called meeting to order at 6:47pm. Quorum was NOT met.

*Wanique volunteers to be the cue taker and Stanton Winston volunteers to be the timekeeper.*

Approving the Agenda

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

***Quorum not met; no vote taken.***

Approval of the Minutes

***Quorum not met; no vote taken.***

**GM Monitoring Report**

For December 2021, the policy monitored by our GM is as follows.

**Policy III-11 Board Logistical Support**

*“The General Manager must not allow the Board to have inadequate logistical support.”*

**& III-12:**

“The GM shall not permit the board to be uninformed or unsupported in its work.”

The GM sent this report via email in advanced. She continues to present her reports to the Board reporting this policy as *“Expectations Met”.*

Melissa Fortune motions to approve the December 2021 GM Monitoring Report.

2nd: Staton Winston

Votes Taken:

Wanique Shabazz-Yes

Jasmine Simone-Yes

Melissa Fortune-Yes

Staton Winston-Yes

*-Motion Carried.*

**Wegner Audit Update**

By Elizabeth Heins-Van der Weide, Wegner CPA’S Auditor.

Elizabeth goes through a high-level detailed summary of Sevananda’s audit report.

See Notes for details.

FYI Report

Garland McQueen, Columinate.

*Garland McQueen of Columinate, arrived Wednesday November 17, 2021. He has over 30 years’ experience and specializes in turnaround plans and co-op management support. He has a solid success rate on helping co-ops recover and turnaround financial conditions, efficiencies, and change management. Garland is working with Human Resources and the leadership team as an "interim recovery manager" on the front lines of operations as well as back end, and project spearheading that Sevananda needs completed over the next 6-7 weeks.*

Garland reports to the Board his recommendations to get Sevananda to a profitable state. His plans will aid with increasing foot traffic in the store, balance labor, and resets. Soon there will be plans to restore the hot bar, salad bar, bulk herb and bulk grocery to its full operational state. There has been a reset in the produce department, as well as an increase on signage both inside and outside the store and he is working with each department to ensure we keep product on the shelves with the nationwide shortages the food industry is currently experiencing. While these things are all important, Sevananda is also making sure store presentation is supported by getting the floors stripped and waxed. The store has been over in labor so instead of cutting hours, we are asking staff to volunteer taking days off. Accounting has also been applying for grants and loans and we move through turnaround and recovery.

Old Business

**Update on Rescheduling Annual Meeting**

Due to unforeseen interruptions the 2021 Annual Owner meeting will be rescheduled for January 30th, Ahzjah will coordinate with operations. There were questions sent by members prior to the first meeting as well as during the meeting. Ahzjah and Garland worked on the answers to these questions and responses will be shared at the annual owner meeting.

***New Business***

**Atlanta Mayor COVID Mask Mandate.**

Mayor Keshia Lance Bottoms just reimplemented the mask mandate in Atlanta. The leadership team gathers twice a week to discuss and make decisions as COVID persist. Sevananda never lifted the mask. However, due to security being reduced masks are not mandatory but it is highly recommended and offered if a shopper does not have one. Operation will continue to hold strong on safety precautions, sanitizing and air purification throughout the store.

**Committee Chair Reports**

Linkage Report

The 2021 Annual Owner meeting will be rescheduled for January 30th. The full Board agreed in beginning of 2020 to push back linkage activities due to COVID. Jasmine reintroduced that these activities will be the strategy of the linkage plan. Linkage will continue to meet with operations. If anyone is interested in joining the linkage committee, there support will be greatly appreciated.

Melissa motions to approve the linkage committee report as given.

2nd: Staton Winston.

Votes Taken:

Wanique Shabazz-Yes

Jasmine Simone-Yes

Melissa Fortune-Yes

Staton Winston-Yes

*-Motion Carried.*

**Board Self-Assessment**

For December 2021, the Board Self-Assessment is based on Policy IV-5 Policy Type Monitoring GM Performance.

*The Board will systematically and rigorously monitor and evaluate the GM’s job performance compared to expectations set forth in Board policies.*

The Board acknowledges item # 1, 2 and 3 as *“In Compliance”* and item #2 as “in process”.

*No Vote Taken*

Staton Winston motions to adjourn the December 2021 meeting.

2nd: Melissa Fortune.

Votes Taken:

Wanique Shabazz-Yes

Jasmine Simone-Yes

Melissa Fortune-Yes

Staton Winston-Yes

*-Motion Carried.*

Meeting adjourned at 9:10pm

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Wanique Shabazz Date

Board President

**SEVANANDA NATURAL FOOD**

**REGULAR BOARD MEETING NOTES**

**Tuesday, December 21st, 2021**

Board Members Present: Wanique Shabazz, Melissa Fortune, Stanton Winston.

Jasmine Simone @ 7:00PM

Board Member Absent: Jessica McMorris and Jerilyn Bell.

Non-Board: Cheranna Dottin (Board Admin), Ahzjah Simons (Cooperative Director/ General Manager) Elizabeth Heins-Van der Weide, (Wegner CPA’S Auditor)

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

**Member Owners Present:**

Charlie Colpitts, Ameedah Abdullah, and Calvin Vismale.

**Member Owner Comment**

None

**GM Monitoring Report**

Policy III-11: Board Logistical Support.

Policy III-12: Communication and Support to the Board

Audit Report from Elizabeth at Wegner CPA’S.