



SEVANANDA NATURAL FOOD  
REGULAR BOARD MEETING  
Tuesday January 17th 2023

**Board Members Present:** Wanique Shabazz, Jerilyn Bell, Melissa Fortune and Dr. Tiffany Gilliam.

Lucy LaVouille present at 6:58pm

Tracy Greene present at 7:36pm

**Board Members Absent:** None

**Non-Board:** Cheranna Dottin (Board Admin), Garland McQueen (Interim General Manager), LaDonna Redmond (Board Consultant) and Chris Roland (GM Candidate)

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Timekeeper, Lucy LaVouille  
Cue taker, Wanique Shabazz.

**I. Call to Order** at 6:36PM

**A. Welcome/ Roll Call.**

Board President Wanique Shabazz welcomes the Board, Member Owners and Non-Board guest to the January 2023 meeting. Roll Call/ Attendance is as stated above.

**B. Co-op Principles and ENDS Statement.**

The Board reads the Co-op Principles and ENDS Statement into the record.

**C. Approval of the Agenda (Action)**

Additions to the agenda will include Introduction of Chris Roland in the regular meeting agenda as well as adding the initial meeting of the new GM with full Board, updates from Garland McQueen and an executive elections update.

Tiffany motions to approve the agenda the January 2023 agenda.

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

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

**-Motion Approved.**

## II. Consent agenda

### A. Approval of Minutes from November 2022 Regular Meeting. (Action)

Jessica McMorris motions to approve the November 2022 Regular meeting minutes with edits.

2<sup>nd</sup>: Dr. Tiffany Gilliam.

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

*-Motion Approved.*

### B. Purchase and Repurchase of Shares.

For the month of November 2022 Interim General Manager Garland McQueen reports (38) total purchase of shares and (0) repurchase of shares. In the month of December 2022 there were (44) total purchase of shares and (1) pending repurchase. Garland reports that the (1) pending repurchase for the month of December is due to the Owner moving out of Atlanta and acknowledges that it does not create any detriment to the Co-op's allowing them to repurchase.

Jessica McMorris motions to accept the repurchase of the 1-member owner share in December 2022.

2<sup>nd</sup>: Dr. Tiffany Gilliam.

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

*-Motion Approved.*

## III. Introduction of the New General Manager

The GM Hiring Committee was able to vet qualified candidates in the GM hiring process. The committee along with support from LaDonna Redmond, Garland McQueen and Terry Bowling was able to get through the process and provide an offer to their final candidate Chris Roland. Mr. Roland has accepted the offer, yet the contract is still pending signature. The start date will be determined pending signing of the contract and orientation. Jessica McMorris as Board and Committee Member along with Garland McQueen will be doing the new GM orientation.

## IV. Owner Comment Period

*No comments were made.*

## V. Policy Monitoring

*Report by Garland McQueen.*

### GM Monitoring

#### A. Monitoring GM Performance

##### 1. Policy III-1 Global Executive Constraint.

*“The GM shall not cause or allow any practice, activity, decision, or organizational circumstance, which is unlawful, imprudent, contrary to explicit bylaw, in violation of commonly accepted business and professional ethics or generally accepted accounting and cooperative principles.”*

*Garland reports this policy as **expectations met**. Full Report Submitted in January 2023 meeting packet, see notes for details.*

#### Motions to approve the GM Monitoring Report

##### 2. FYI Report

Garland reports the Co-op having a total of 4,602 active members as of December 2022. In the month of December 2022 sales were \$654,579 whereas December 2021 was \$695,181. For the week of January 9<sup>th</sup>, 2023, sales within that week were \$155,976 with 4325 customers and an average basket of \$35.19.

At the end of the year a full store physically inventory was taken, Garland plans to have the results by the end of January.

As far as personnel and operations, in the month of November there were 4 departures and 2 new hires and for the month of December there were 4 departures and 3 new hires. The parking lot construction continues. Garland plans to reach out to the landlord to formulate an agreement to see if Sevananda can continue to utilize the vacant available spaces across the street until the construction commences. The landlord was paying for parking spaces across the street and stopped paying in December 2022. Garland will send a letter to see if this arrangement can continue until construction is completed.

##### 3. Monthly Financial Report

For the month of November 2022 total revenue was \$601,340.86, the Cost of Sales was \$463,491.08 leaving a gross profit of \$137,849.78 and Net income of -\$117,889.62 and the for the month of December 2022 total revenue was \$645,291.69, the Cost of Sales

was \$ 382,911.87 leaving a gross profit of \$262,379.82 and Net income of \$117,889.62 and the month of December the total revenue was 32,357.48.

*Full Breakdown of financials were submitted in the Board Meeting packet submitted to the Board.*

Jessica McMorris motions to accept Garland's GM Reports as submitted.

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

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

**-Motion Approved.**

## **B. Executive Limitations (EL) Policy Development**

### **1. Policy III-1 Global Executive Constraint.**

The Board and General manager agree that this policy covers everything as it pertains to morals, ethics and principles and does not need any revision.

## **Board Policy Monitoring**

### **C. Monitoring Board Performance.**

#### **1. II-1 Global Governance Commitment.**

*"The purpose of the board, on behalf of Sevananda's members is to ensure the success of Sevananda by working together effectively, empowering and holding accountable professional management, providing strategic leadership and perpetuating our democratic organization."*

The Board agrees that they are **expectations met** as it pertains to this policy. They have been working diligently with the consultant to sharpen processes and become more educated. They have been working together effectively and are learning what it looks like to hold accountable professional management as well as what it looks like as a Board to provide strategic leadership. They have been strengthening Board processes and are perpetuating themselves as a democratic organization.

Jessica motions Policy II-1 Global Board Performance as expectations met.

2<sup>nd</sup>: Dr. Tiffany Gilliam

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

Tracy Green-Yes.  
-Motion Approved.

## 2. IV-1 Global Governance Management Connection

*“The board’s sole connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer titled General Manager (GM).”*

The Board reports this policy as **expectations met**. Garland mentions to the Board that they are following proper processes. They have been channeling all communications to operations through Garland and with support of Board Admin Cheranna Dottin.

Jessica motions policy IV-1 Global Governance Management Connection as expectations met.

2<sup>nd</sup>: Dr Tiffany Gilliam.

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

Tracy Green-Yes.

-Motion Approved.

## D. Board Linkage (BL) Policy Development.

### 1. II-1 Global Governance Commitment

The Board acknowledges that no changes need to be made to this policy.

### 2. IV-1 Global Management Connection.

The Board acknowledges that no changes need to be made to this policy.

## V. Break

## VI. Brief Board Briefs

### A. Update on Board Consultant contract.

The Board wanted to notify the member owners on the record that they will be continuing with the expertise and assistance of Columinate Consultant LaDonna Redmond. They will be extending her contract for 2023 and assisting with the onboarding of new GM from a Board perspective. LaDonna submitted a scope of work to the Board based on the work she’s done for the past 6 months.

## **VII. Committee Chair and Officer Reports.**

### **A. Elections Committee**

Report given by Jerilyn Bell.

Elections has begun and there are 5 Board candidates. Jerilyn Bell took over the elections halfway through. She has been working with Melissa to get things up and running. Since November 2022 Board meeting the Board has had their annual retreat. In the retreat there was an elections session discussing a way that elections could operate in synchronicity with Annual Owner Meeting. The elections committee calendar was provided and approved to the Board. This year the elections committee is allowing campaigning through a 90 second video to be posted on the website as well as a live event for Owners to attend and be encouraged to vote. E-voting was set up with simply voting to increase participation. Jerilyn thanked Cheranna Dottin Board Admin, Sharlise Lowe Marketing Manager and Garland McQueen IGM for doing the leg work to get packets, ballots and signage created and posted. There is a kiosk at the back of the store for people to vote and physical ballots at customer service for those who prefer that.

Lucy LaVouille motions policy IV-1 Global Governance Management Connection as expectations met.

2<sup>nd</sup>: Dr Tiffany Gilliam.

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

Tracy Green-Yes.

*-Motion Approved.*

### **B. GM Search Committee**

**Report given by Jessica McMorris**

The search committee has completed the final interview with two candidates. After going through a full day with both candidates the Board decided to proceed with Chris Roland. The agreement was signed however the actual contract is still pending. The committee is currently in the onboarding/orientation phase. There will be a lot of onboarding with Garland M. and Jessica M. for they will onboard be based on Policy Governance recommendations and how the agendas are structured. LaDonna Redmond will also be assisting with this process. There will be notification going out to Members and staff and there will also be an announcement at the 2023 Annual Owner Meeting. Columinate recommended having informal meetings and check ins for the first 6 months with the GM and quarterly check ins as a Board. The onboarding timeline will look like a start date of January 23<sup>rd</sup> remotely and January 30<sup>th</sup> Chris will be on sight. Chris agreed to do onboarding prior to his start date. The committee will be working on archiving the

process. They will work with Board Admin to make sure these records are sealed and archived in the Board file cabinet.

Jerilyn Bell motions accept the GM Search Committee as submitted.

2<sup>nd</sup>: Dr Tiffany Gilliam.

Yes:

Wanique Shabazz-Yes.

Jerilyn Bell-Yes.

Melissa Fortune-Yes.

Dr. Tiffany Gilliam-Yes.

Lucy LaVouille-Yes.

Tracy Green-Yes.

*-Motion Approved.*

## **VII. Owner Linkage Committee Engagement.**

### **A. Annual Owner Meeting**

As it is the 17<sup>th</sup> of January, LaDonna R recommended to the Board to start working towards the Annual Owner Committee. With Jessica being a candidate for re-elections she volunteers to co-chair the project around planning the annual owner meeting with the lead of another Board member. Notification must go out 4 weeks ahead of time to the owners. Jessica will get the planning started and Jerilyn Bell volunteers to assist in the beginning of the process. Jessica will send out an email to set a planning meeting for the Board.

## **IV. Adjourn.**

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

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Date

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

**Tuesday, January 17<sup>th</sup>, 2023**

**Board Members Present:** Wanique Shabazz, Jerilyn Bell, Melissa Fortune and Dr. Tiffany Gilliam.

Tracy Greene

Lucy LaVouille

**Board Members Absent:**

**Non-Board:** Cheranna Dottin (Board Admin), Garland McQueen (Interim General Manager), LaDonna Redmond (Board Consultant) and Chris Roland (GM Candidate)

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

**Member Owners Present**

Dimitri LeFever

Sharlise Lowe

Donna Roberts

**Approval of Minutes**

November 2022 Minutes

**Policy Monitoring**

Policy III-1 Global Executive Constraint.

FYI Report

Monthly Financial Report

**Board Policy Monitoring**

II-1 Global Governance Commitment

IV-1 Global Governance Management Connection.