



## SEVANANDA NATURAL FOODS MARKET

### REGULAR BOARD MEETING

Tuesday June 20<sup>th</sup>, 2023

**Board Members Present:** Jessica McMorris.

Tracie Greene present via ZOOM.

Dorothea Gates present via ZOOM until 8:00PM ET.

Lucy LaVouille present via ZOOM.

Fabian Simpson present via ZOOM.

Dr. June Chennault present via ZOOM.

**Board Members Absent:** None.

**Non-Board:** Cheranna Dottin (Board Admin), Chris Roland (General Manager)

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**Timekeeper:** Dr. June Chennault.

**Cue taker:** Cheranna Dottin

#### **Call to Order/Welcome/Roll Call**

Board President Jessica McMorris called meeting to order at **6:35 PM EST**. She greets everyone in attendance.

#### **Co-op Principles and ENDS Statement**

Both the Co-op Principles and ENDS Statement are read into the record.

#### **Approval of the Agenda**

The Board uses the allotted time reviewing the June 2023 agenda.

Dr. June Chennault motions to approve the June 20<sup>th</sup>, 2023, regular Board meeting agenda as submitted.

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

Votes Taken:

Lucy LaVouille-Yes.

Jessica McMorris-Yes.

Tracie Greene-Yes.

Dr. Chennault- Yes.

Fabian Simpson-Yes.

Dorothea Gates-Yes

**Motion carried.**

### **Approval of Minutes & Previous Months Minutes**

Dorothea motions to table the June 2023 regular meeting minutes as submitted with changes.

2<sup>nd</sup>: Dr. Chennault

Votes Taken:

Wanique Shabazz-Yes.

Lucy LaVouille-Abstained.

Jessica McMorris-Yes.

Tracie Greene-Abstained.

Dr. Chennault- Yes.

Fabian Simpson-Yes.

Dorothea Gates-Yes.

**Motion carried.**

### **Owner Comment Period**

No Member owner's present, no comments submitted.

### **Purchase/ Repurchase of Shares**

None to report.

### **Notification of Board decisions via email**

*Based on Policy II-2 any decisions made outside of the Board meetings that can legally be disclosed in the Board meetings, should be.*

5/17/2023-6/19/2023

5/23 Following a special call meeting on Zoom to discuss the email from LaDonna Sanders-Redmond (board consultant) sent after the regular monthly board meeting, Fabian emailed the full board a draft apology email to LaDonna for the board to review and vote on. Several revisions were offered over the coming days and multiple motions did not pass. On 5/30/2023, Jessica offered an additional revision for review and vote. Dr. Chenault motioned to "accept this revised version of the letter from Jessica to LaDonna."

2<sup>nd</sup>: Fabian

Final board member vote cast on 5/31

Motion passed by consensus.

*Tracie G. offers to send verbiage for a revision of this motion adding that the email was an apology and a response.*

### **FYI Report**

Chris Roland, General Manager

Chris R reports that the Coop is heading in the right direction as per sales. The weekends

have been much busier than weekdays. As far as personnel, there has been a transition in staff, leaving a lot of delegating of certain duties.

***Full report included in June Board meeting packet.***

### **GM Policy Monitoring**

#### **Monitoring of Executive Limitations Policy (See Attached Report in June 2023 Board Meeting Packet)**

For the month of June 2023, the GM policy being monitored is Policy III-4 Treatment of Staff.

#### ***Policy III-4 Treatment of staff***

*“The General Manager should not treat the staff in any way that is unfair, unsafe and unclear.”*

Chris Roland reads the full policy along with his interpretation. He acknowledges the following items of this policy as in process:

He reports this policy out of compliance, due to 1b, 1e, 2, 3 and 4 with the action plan each item and the estimated time of completion.

1b) Implement a standardized process for handling grievances, that doesn't include the BOD. (ETA: 6/30/23) 1e) Implement a grievance process for staff to report unethical or illegal behavior to the board. (ETA: 6/30/23)

2) Conduct training with managers, including Carolyn Renee (HR) on the policy manual and its enforcement. (8/31/23)

3) Continue going through all staff files with Carolyn Renee (HR) updating documentation. (ETA: 9/30/23)

4) Evaluations: Working with HR and department managers, to get staff evaluations caught up, assuring that all new hires have had their 90-day evaluation and all staff have had at least one review in the last year. (ETA: 7/31/23)

In closing he acknowledges that there's a lot of work to be done, however former Human Resource Manager Carolyn Renee is back and has been making things much easier. Carolyn is well knowledgeable of Sevananda for she has worked in many positions.

#### **GM Monitoring Decision Tree.**

The Board agrees that his reports were reasonable; Accomplishment was met; Date did demonstrate compliance. The Board moved forward with voting on this item.

Fabian S. motions to accept II-4 Treatment of Staff with action plan submitted by the GM.

2<sup>nd</sup>: Dorothea Gates.

Votes Taken:

Wanique Shabazz-Yes.

Lucy LaVouille- Yes.

Jessica McMorris-Yes.  
Tracie Greene- Yes.  
Dr. Chennault- Yes.  
Fabian Simpson-Yes.  
Dorothea Gates-Yes.

***Motion carried.***

### ***Policy III-8 Compensation and Benefits***

*“With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the GM shall not cause or allow jeopardy to fiscal integrity or public image.”*

Chris Roland reads the full policy along with his interpretation. He acknowledges the following items of this policy as in compliance while acknowledging the need to raise wages and get the Co-op closer to a livable wage. Unfortunately, the current financial situation doesn't allow that.

### **GM Monitoring Decision Tree.**

The Board agree that the GM Monitoring reports were reasonable; Accomplishment was met; Date did demonstrate compliance.

Lucy LaVouille motions to approve the GM Monitoring Policy III-8 Compensation and Benefits as submitted with action plan stated.

2<sup>nd</sup>: Dorothea Gates

Votes Taken:

Wanique Shabazz-Yes.

Lucy LaVouille- Yes.

Jessica McMorris-Yes.

Tracie Greene- Yes.

Dr. Chennault- Yes.

Fabian Simpson-Yes.

Dorothea Gates-Yes.

***Motion carried.***

### **Executive Limitations Policy Review**

Policies being reviewed:

*Policy III-8 Compensation and Benefits*

*Policy III-4 Treatment of staff*

***No revisions needed.***

### **Board Policy Monitoring**

For the Month of June 2023, the Board Policy being monitored is Policy IV-5 Monitoring GM.

*Policy IV-5*

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

Tracie G. recommends having a special call meeting to have a clear understanding of the policies. She believes the Board should have a special call meeting and thoroughly review the policy as a collective. Lucy L speaks on not being able to vote in compliance for this policy. Dr. Chennault believes more interpretation is needed but does believe the Board is in compliance.

- 1a. The Board has never completed an evaluation letter to the GM. Out of Compliance
2. Out of Compliance
3. The Board can be stronger, but this item in compliance.
4. The Board can be stronger, but this item in compliance.
5. The Board has a monitoring schedule. This item complies.

Jessica empowers the Board to respond to emails as per the Board Packet when it is sent out before the Board meeting. If there are questions on anything brought forth, a special call meeting can be held prior to the regular monthly Board meeting.

*Dorothea exits the meeting at 8:00pm ET.*

Tracie G. motions to table Policy IV-5 until July 2023 Board meeting.  
2<sup>nd</sup>: Fabian Simpson.

Votes Taken:

Wanique Shabazz-Yes.

Lucy LaVouille- Yes.

Jessica McMorris-Yes.

Tracie Greene- Yes.

Dr. Chennault- Yes.

Fabian Simpson-Yes.

Dorothea Gates-Yes.

*Motion carried.*

### **Executive Limitations Policy Review**

*Tabled until July 2023 Board meeting.*

### **Brief Board Briefs**

#### **Up & Coming Conference.**

The Up & Coming Conference is September 14<sup>th</sup>-16. Enrollment starts June 30<sup>th</sup>. This is a great conference for Co-op Boards dealing with diversity, equity and inclusion. It helps edify and promote diversity and the different needs as it relates to all ethnicities. Jessica M. plans to look for possible scholarship opportunities and report back. This is a powerful conference and a great networking opportunity for Boards.

## **Upcoming Columinate Training**

Co-op 101 is approaching once again. There was an initial training April 15<sup>th</sup>, 2023, and it will be offered again July 15<sup>th</sup> free of charge. This training provides fundamental information on how to function as a Policy Governance Coop.

## **CCMA**

Jessica M. was able to attend the CCMA conference and reports that it was a great networking experience. She met a lot of people to assist her in her role such as Board Presidents, General Managers and Consultants from all over the U.S. Five hours before takeoff, her flight was cancelled. She contacted Chris R, and they were able to rebook a last-minute ticket. Jessica plans to put together receipts so this expense can be reflected in the training budget. The Board discussed the role of Board Treasurer after Lucy L questions if Tracie G. will provide reports as Board Treasurer. Tracie G. responds wanting to have a discussion around her role and responsibilities as BT. The Treasurer can/ may be held accountable for Board finances.

## **Committee Chair and Officer Report**

### **Annual Board Calendar Ad-Hoc Committee**

No official report given. Tracie G. steps down as committee chair. Fabian G. expresses interest in chairing. Tracie recalls starting this process in January and would prefer to spend more time receiving training for her role as Board Treasurer.

Lucy L motions to adjourn the June 2023 monthly Board meeting.

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

Votes Taken: Yes.

Jessica McMorris- Yes.

Tracie Greene- Yes.

Lucy LaVouille- Yes.

Dorothe Gates- Yes.

Dr Chennault- Yes.

***-Motion Carried.***

Adjournment: 8:16PM EST

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\_\_\_\_\_ on behalf of the BOD's  
Lucy LaVoulle  
Board Executive Secretary

\_\_\_\_\_  
Date

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

**Tuesday June 20<sup>th</sup>, 2023**

**Board Members Present:** Jessica McMorris.

Tracie Greene present via ZOOM.

Dorothea Gates present via ZOOM until 8:00PM ET.

Lucy LaVouille present via ZOOM.

Fabian Simpson present via ZOOM.

Dr. June Chennault present via ZOOM.

**Board Members Absent:** None.

**Non-Board:** Cheranna Dottin (Board Admin), Chris Roland (General Manager)

*Physical copies of each item listed in the notes or Board meeting packet can be provided upon request.*

**Member Owners Present:**

Victorya Saunders and Terry Saunders.

**GM Monitoring Report**

Policy III-8 Compensation & Benefits.

Policy III-4 Treatment of Staff

FYI Report

**Board Self-Assessment**

Policy IV-5 Monitoring GM