

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

**Tuesday, May 17th, 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)

BUSINESS: Board President Wanique Shabazz called meeting to order at 6:41pm. Quorum was met.

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

Approving the Agenda

The Board uses the allotted time reviewing the March 2022 agenda adjusting where necessary.

Jessica McMorris motions to accept the May 2022 Board meeting agenda as amended.

2nd: Melissa Fortune.

Votes Taken:

Jessica McMorris: Yes.

Wanique Shabazz-Yes.

Jerilyn Bell: Yes.

Melissa Fortune-Yes.

Staton Winston-Yes.

*-Motion Carried.*

**Approval of the Minutes**

Jerilyn Bell motions to table the minutes until the June 2022 Meeting.

2nd: Jessica McMorris.

Votes Taken:

Jessica McMorris: Yes.

Wanique Shabazz-Yes

Jerilyn Bell: Yes.

Melissa Fortune-Yes

Staton Winston-Yes

*-Motion Carried.*

**IGM Operations-Quarterly Report**

A report was submitted by IGM Team Lead Edmund Richards to the Board. This report was added to the record. In a special call meeting that took place on May 16th, the Board decided that the IGM Team would provide monthly updates as it relates to Sevananda

**Old Business**

**IGM Team**

In the May 16th special call meeting which included both the Board and Interim General Management Team, in this meeting the Board interviewed and made an offer to Accounting Manager Edmund Richards, Front End Manager Bleu Walker and Kitchen Manager Michelle Taber. Edmund Richards will take position as the lead of the IGM Team and be the point of contact for the National Co-op Grocers. The IGM Team will be working with NCG to drive the recovery plan and move the Co-op forward. The Board is working to determine how to best move the Co-op forward. The Board is in the process of setting a day to meet weekly with IGM Team.

**Special Projects**

When the Board proceeded with the General Manager separation process the Board accepted Former GM, Ahzjah Simons proposal/offer to continue working on special projects. The Board will be working with NCG and the IGM team to determine what special projects Ahzjah will work on. Ahzjah will be doing contract work with the Board. There will be a few projects that she will spearhead, and the Board will continue to work towards. For example, sale of beer and wine and private labeling in effort to keep Sevananda competitive. Special projects will continue with the following: Updating the bins in the bulk department and updating the registers to ensure that they are all scanning, and the profit margins are correct.

**General Manager Search**

As recommended by the NCG, the Board will be using a sub committee for the GM search. Further details will be discussed in executive session following the regular meeting.

**Vacated Board Seats**

When a board seat is vacated whether through resignation or removal, the bylaws allow the current Board to appoint board members. The Board will move forward with appointing and soliciting for potential board members to take over different term lengths. For long term seats they will be appointing however, for shorter term seats the Board plans to attempt recruitment of former Board members who are already vested in Board process. This will ensure having a full board for work and quorum purposes. In the next election, Wanique Shabazz and Melissa Fortune’s seats are up for reelection.

**Committee Chair Reports**

**Election Committee**

Election Committee Chair Staton Winston would like to thank all the Member Owners for their patience with the election process. Jerilyn Bell and Staton Winston is putting a process together to begin June 1st. Their plan is to give the Owners 4 weeks’ notice to the owners announcing the call for candidates. The appointment process will assist quickly filling seats so that the Board is in quorum. There will be several communications going out to Owners before the process begin. There are previous roadmaps to assist the committee navigate through the process left by previous elections committee chair.

**Treasurer Report**

Current Treasurer Jessica McMorris’s seat us up for reelection. A current Board member will have to meet and train with Jessica on how to handle treasurer responsibilities being that she may potentially be rolling off the Board.

**Board Self-Assessment**

For the month of June, the Board self-assessment is based on ***Policy II-5 Officer Roles***.

After reviewing this policy, the Board reports the following:

Item #3, there has never been an officer orientation. Board secretary Jerilyn Bell is putting one together. *(Timeline: Plan to be in place by September Board Meeting)*

Item #4C, once all Board seats are filled and the board stabilizes the president, and the board will be able to appoint officers. *(Timeline: To follow up in October Board Meeting)*

Item #5, there is no vice president.

 *(Timeline: To follow up in October Board Meeting)*

Item #6 Treasurer item C is “in process”.

Item #6C, have overdue quarterly reports when it’s time for the next quarterly report. *(Timeline: To follow up in August Board Meeting)*

Item #7C, Jerilyn plans to make sure the minutes book and binder is up to date.

*(Timeline: To follow up in August Board Meeting)*

Jessica McMorris motions for Board self-assessment Policy II-5 Officer Roles, to be expectations met for items 1,2,3,4,6a/b and 7 and in process for items 3,4c, 5, 6, 6c and 7c with action plan created in this monitoring timeline dates listed.

2nd: Melissa Fortune.

Votes Taken:

Jessica McMorris-Yes.

Wanique Shabazz-Yes

Jerilyn Bell- Yes.

Melissa Fortune-Yes

Staton Winston-Yes

*-Motion Carried.*

Jerilyn Bell motions to adjourn the May 2022 Board meeting.

2nd: Melissa Fortune.

Votes Taken:

Jessica McMorris-Yes.

Wanique Shabazz-Yes

Jerilyn Bell- Yes.

Melissa Fortune-Yes

Staton Winston-Yes

*-Motion Carried.*

Meeting adjourned at 8:05PM

**SEVANANDA NATURAL FOOD**

**REGULAR BOARD MEETING NOTES**

**Tuesday, May 17 th, 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)

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

**Member Owners Present:**

A “Chi Ma’at” Dilworth, Sharlise Lowe, Charles Colpitts, Dorothea Gates, Michelle Taber, Lance Davenport and Gamal Dewese.

**Member Owner Comment**

**None**

**GM Monitoring Report**

Policy II-5 Officer Roles