

BOARD MEETING MINUTES
FEATHER RIVER FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING: February 24, 2025
APPROVED AT MARCH MEETING

Time: 5:06 pm – Meeting called to order by Melissa

Location: White house and Google Meet

Board members present: Melissa Lopez, Tim Jones, Clare Churchill, Kate Rahmeyer, Mimi Hall, Wayne Cartwright

Board members absent: Ian Schrammel

Board Facilitator: Melissa Lopez

Board Educator: Melissa Lopez

Minutes taken by: Ross MacNeil

Staff present: Marcie Wilde, Ross MacNeil

Welcome guests: None.

Agenda for February 24, 2025, Review & Approve:

- *Clare moved to approve. Mimi seconded. Agenda approved with changes.*

Minutes of January 27, 2024, Review & Approve:

- *Tim moved to approve. Clare seconded. Minutes approved with changes.*

Board Education:

- Melissa talked about the importance of having a self-care regimen while being a board member and volunteer.
 - If you can't take care of yourself, you can't take care of others.
- Reviewed the types of self care (physical, emotional, etc.) and specific examples of it.

Reports:

- Manager's Monthly Report for January
 - Increase in sales by about 8% compared to previous year.
 - Lower basket size recently, probably due to folks in Quincy just buying grab-and-go items.
 - Marcie to talk to Quincy managers to figure out how we can increase basket size.
 - Portola continues to see double digit growth—basket size is also growing.
 - Round Up: \$1,200 to local organizations.
 - Equipment upgrade in Quincy was successful, but had to fix a large portion of the floor that was affected by mold.
 - Staff materials including handbook, wage scale, etc. was updated.
 - Still having issues with Avian Flu, but customers are more understanding now.
- Policy: B8 – Board Logistical Support
 - This report makes sure the board has access to documents, communication with staff, etc.
 - The Outreach Coordinator (Ross MacNeil) is the board support staff member. The board can request his help on anything co-op related, or his presence at any committee meeting.

- Marcie updated Crisis Communication Plan for board members.

Wayne motioned to approve B8- Board Logistical Support. Clare seconded. Report was approved.

Old Business:

- Candidate Bios/Election
 - For now, we have official declarations of 3 candidates.
- Annual Meeting
 - Tentative June 6th or 8th date. Dragon Fly is available on both of those dates.
- GM Review
 - Survey results from staff for Marcie were very positive.

New Business:

- Meeting Minutes
 - From now on, Ross will upload Approved Meeting Minutes to the website only.
 - Ross to talk to Marcie about managing Board Meeting virtual link.
- Discussion on upcoming positions
 - Ian says that he can be Board President if someone else can be chair of the Membership Committee.
 - Clare mentioned that she can be VP if someone else can be Secretary.
 - Treasurer position will also be open.
- Policy committee discussion regarding ownership
 - Questions on Section 2.1 of the bylaws: Confusion over the “eligibility” of member-owners.
 - Clare raised question about Section 2.9, and whether the board has to vote on the application of each new member-owner. Marcie to look into other co-op bylaws.
 - On Section 1.4, the word “arbitrary” will be taken out.
 - Procedures Manual
 - Policy Committee talked about whether there should be a mandatory training for new board members.
 - This point was approved by the rest of the board. There should be mandatory training.
 - Policy Register
 - In Section 2, Clare mentioned that we should add “non-GMO” to the items we provide.
 - On point 6, we should add more descriptive words to “welcoming atmosphere”.
 - Ross to email Clare about these changes once they are done.
- C: Self Assessment Survey
 - To be tabled until next meeting, Melissa to resend the survey.

Committee Reports:

- Board Development
 - Reviewed potential candidates at last meeting and planned election month.
- Membership
 - At the last meeting, we talked about potential changes to the Annual Meeting (having it at Dragonfly Cafe instead of Rugged Roots Farm).

- Decided tentatively on a June 8th meeting at Dragonfly Cafe.
- Finance
 - Met last week and reviewed bank statements.
 - Next meeting to be scheduled.
- Policy
 - Reviewed in section above.
 - Meeting next time in Q2.
- Executive
 - Reviewed GM contract and renewed contract.
 - Reviewed some of the survey results from staff.
- Farmers Market
 - Not much has changed from last month, our next committee meeting will be March 12th.
 - We currently have eight vendor applications, looking for more.

Closings:

- **Board Member Check In:**
 - N/A
- **Review Decisions, Tasks, Assignments:**
 - Clare will do next board education.
 - Board members to start thinking about what positions they want to take on.
 - Ross to edit policy items and confirm with Clare.
 - Membership Committee to talk about the future of the Cooperative Steward Award.
- **Review Board Calendar:**
 - Calendar was reviewed.
- **Next BOD Meeting:** March 24th, 2025.
- **Summary for Employee Memo:** Melissa.

Adjourn Meeting:

Melissa motioned to adjourn the meeting. Clare seconded. Motion approved. The meeting was adjourned at 6:42 pm.

Closed Session: N/A.

Note: The Outreach Coordinator makes approved changes to the prior meeting's minutes and forwards the final version to the board secretary and the board president. The Outreach Coordinator posts the final minutes in the board Google Drive folder, and the Outreach Coordinator posts in the store and on the FRFC website.