

**BOARD MEETING MINUTES**  
**FEATHER RIVER FOODS CO-OP BOARD OF DIRECTORS**  
**REGULAR MEETING: April 28, 2025**  
**APPROVED AT MAY 27 MEETING**

**Time:** 5:02 pm – Meeting called to order by Ian

**Location:** White house and Google Meet

**Board members present:** Melissa Lopez, Tim Jones, Clare Churchill, Kate Rahmeyer, Wayne Cartwright, Ian Schrammel, Emma Talamantes, Marissa Rudder, Kim Kraul

**Board members absent:** Mimi Hall

**Board Facilitator:** Ian Schrammel

**Board Educator:** Board Director Orientation

**Minutes taken by:** Ross MacNeil

**Staff present:** Marcie Wilde, Ross MacNeil

**Welcome guests:** Linda Margaretic, Nance Reed

**Message From Linda Margaretic:**

- Linda thanked the co-op for its support of the local Spayathons, which has been successfully spaying and neutering local stray cats. The next Spayathon is scheduled for October.

**New Board Member Education:**

- Clare reviewed the mandatory training for incoming board members.
  - Read over Annual Reports
  - Reviewing 6-months of Board Meeting Minutes
  - Gaining basic understanding of financial documents (balance sheets, etc.).
  - Videos and articles under leadership trainings emailed to new board members.
  - There are also a number of optional resources.
    - The goal is to have these completed in the next two months.
- Ian reviewed the Board Director folder in the Drive.

**Agenda for April 28, 2025, Review & Approve:**

- *Clare moved to approve. Ian seconded. Agenda approved.*

**Minutes of March 24, 2025, Review & Approve:**

- *Ian moved to approve. Melissa seconded. Minutes approved.*

**Reports:**

- Manager's Monthly Report March
  - Both stores have seen large increases in sales compared to last year (this is partly due to the massive snow storm in 2024).
  - Donated ~\$1,100 to Plumas To Pacific Fieldtrip in Quincy and Portola.
  - All-staff meeting was a success. Staff seemed engaged and invested.
  - Board election season - reached quorum without having to extend the deadline.

- Opened hot bar in Quincy. Veggie and meat options. The pot pies are especially popular.
- Reported a shoplifter and handled the situation successfully.
- Hired Kendrah Fredrickson to the admin team. She is now assisting Ross with some outreach tasks.
- B4 - Membership and Patronage
  - This report relates to making sure members know their rights
    - Voting rights, etc.
  - We are in full compliance with this report.
  - Marcie noted that membership changes a bit every time the report is pulled, but our membership is usually around 2,500.
- B5 - Customer Experience
  - Relates to making sure the customers are heard, listening and responding to opinions, customer misconduct is being reported to the board.
  - Marcie reports full compliance with this report.
  - Comment cards:
    - Has helped in our Quincy store because the comments are more constructive now.
    - Most comments were either positive or general suggestions.

*Ian motioned to approve B4 & B5 Reports. Wayne seconded. Reports were approved.*

#### **Old Business:**

- Portola Electrical Update
  - Landlord of Portola store has agreed to pay for upgrades to electrical system.
  - We cannot buy new machinery and grow without these upgrades.
  - New lease to begin May 1st.
  - Tim asked about the status of our power company in Portola.
    - Marcie says the bills are still extremely expensive for our Portola store and power gets shut off frequently.

#### **New Business:**

- Farewell to departing directors
  - Melissa, Wayne and Mimi are departing. Wayne will continue being involved. Melissa will continue to be on Board Development Committee and Farmers Market Committee.
- Seat new board members
  - Kim, Emma, and Marissa have been elected by the membership.
- Board officer elections, review job descriptions

*Ian motioned to seat new board members. Clare seconded. New board members are seated.*

*Tim nominated Ian Schrammel to be the new Board President. Clare seconded. Ian Schrammel has been elected the new Board President.*

*Ian nominated Clare Churchill to be the new Vice President. Kim seconded. Clare Churchill has been elected the new Vice President.*

*Clare nominated Kate Rahmeyer to be the new Secretary. Ian seconded. Kate Rahmeyer has been elected the new Secretary.*

*Ian nominated Tim Jones to be the new Treasurer. Clare seconded. Tim Jones has been elected the new Treasurer.*

- Review and sign Code of Conduct
  - Code of Conduct documents were reviewed and signed.
- Update Board roster contact info
  - To be completed after the board meeting via email.
- Confirm committee chairs and update rosters
  - Executive Committee:
    - Ian Schrammel - President
    - Clare Churchill - Vice President
    - Kate Rahmeyer - Secretary
    - Tim Jones - Treasurer
  - Finance Committee:
    - **Chair: Tim Jones**
    - Kim Kraul
    - Lucinda Berdon
    - Emma Talamantes
    - Marissa Rudder
    - Wayne Cartwright
  - Policy Committee:
    - **Chair: Kate Rahmeyer**
    - Ian Schrammel
    - Linda Margaretic
    - Marissa Rudder
  - Board Development:
    - **Chair: Clare Churchill**
    - Aubrey Pickerell
    - Linda Margaretic
    - Alan Morrison
    - Nance Reed
    - Melissa Lopez
    - Wayne Cartwright
    - Kim Kraul
  - Membership Committee:
    - **Chair: Emma Talamantes**
    - Aubrey Pickerell
    - Ellie Hinrichs
    - Tim Jones
    - Ian Schrammel
    - Kim Kraul
  - Farmers Market Committee:
    - **Chair: Melissa Lopez**
    - Ross MacNeil
    - Marissa Rudder

- Sam Rick
  - Emma Talamantes
  - Ellie Hinrichs
  - Aubrey Pickerell
  - Chris Rouse
  - Courtney Schrammel
- Set BOD meeting dates May-November
  - Continuing having it be the fourth Monday of the month, except for May 27th, instead May 26th (Memorial Day).
- Set Board Education for Next Few Months.
  - May: Kate Rahmeyer.
  - June: Marissa Rudder.
  - July: Emma Talamantes.
- Set Board Retreat Date
  - Ian to pick some potential dates and send it out to all board members.
- C1-C4: Board Self-Assessment Survey
  - Most responses were in alignment with each other.
  - Board self-assessment was reviewed.
- Board Compensation
  - As of now, board members get a stipend on a card.
    - This benefit card causes a lot of issues on the backend.
    - Marcie asked other GMs what they offer to board members: other co-ops offer a range of benefits.
    - Marcie asks the board what they think would be best.
      - Ian thinks that we should switch the benefit cards to regular gift cards. This would make it easier for staff.
  - Marcie will make the new gift cards and reach out to the board members.
- Board FRFC Emails
  - Marcie asked the board if they would all like FRFC emails.
  - Board decided to keep things as-is and continue using the single board email that the president checks.

### **Committee Reports:**

- Board Development
  - N/A.
- Membership
  - Had meeting 2-weeks ago.
  - Annual Meeting was planned, date was set, and RSVP was sent.
- Finance
  - Discussed options of sending out patronage dividends to membership.
  - Committee recommends the distribution of \$22,000 to the membership.
  - Some members do not have emails on file, which means we might have to use snail mail to alert them of dividends.
  - Next meeting set: May 19th at 5pm at the White House and online.
- Policy
  - Haven't met yet since last meeting. Kate to schedule next meeting.
- Executive
  - Met last week. Talked about training materials and board orientation.

- Next meeting: May 13th at 5pm at Rich Bar Taproom.
- **Farmers Market**
  - Met a couple weeks ago to talk about vendor applications and investment in signage and equipment.
  - Final things that need to be done: Enrollment in SNAP & EBT programs and purchasing signage, Ez-up canopies, and tables for vendors to use. This will come out of the \$4,000 of sponsorship money we have.
  - Still looking for a few vendors but the roster looks decent.
  - Ross to schedule final meeting before first market date on June 11th.

### **Closings:**

- **Board Member Check In:**
  - Clare met with a representative from Briar Patch Food Co-op.
  - This representative asked if we'd consider collaboration on some programs.
- **Review Decisions, Tasks, Assignments:**
  - Sat new board members and signed code of conduct documents.
  - Ian will make sure rosters are up to date, sending out updated committee roster.
- **Review Board Calendar:**
  - Calendar was reviewed.
- **Next BOD Meeting:** May 27th, 2025.
- **Summary for Employee Memo:** Ian Schrammel.

### **Adjourn Meeting:**

*Ian motioned to adjourn the meeting. Clare seconded. Motion approved. The meeting was adjourned at 7:08 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.*