BOARD MEETING MINUTES
FEATHER RIVER FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING: September 28, 2026
Approved at October 26, 2026 meeting.

Time: 5:03 pm – Meeting called to order by Emma

Location: Google Meet (and a few at white house)

Board members present: Tim Jones, Tina Love, Jen McCallan, Kate Rahmeyer, and Marissa Rudder, Michelle Ryback, Emma Talamantes

Board members absent: None

Board Facilitator: Emma

Board Educator: N/A

Minutes taken by: Kendrah Fredricksen

Staff present: Marcie Wilde, Kendrah Fredricksen

Welcome guests: Nance Reed, Linda Margaretic

Agenda for September 28, 2026, Review & Approve

- *Marissa moved to approve the agenda; Michelle seconded. Motion carried.*

Approve Minutes of June 2026

- *Michelle moved to approve the minutes; Emma seconded. Motion carried.*

Reports:
General Manager's Monthly Reports July-August 2026:

- **July Total Sales:** both stores = $502,812 which is 6.3% growth over prior year.
  - Quincy = $325,776 which is up 5.3% over prior year
  - Portola = $177,036 which is up 10.6% over prior year
  - Sales growth YTD – up 4.8% (Provisions has increased sales)
- **Outreach: July Round-up**
    - In Quincy - $830.55 for Sierra Institute P-Crew
    - In Portola - $400.19 for Sierra Valley Nature Center
- **August Total Sales:** both stores = $480,784 which is 11.6% growth over prior year.
  - Quincy = $306,170 which is up 13.6% over prior year
  - Portola = $174,614 which is up 11.4% over prior year
  - Sales growth YTD – up 6.0%
- **Outreach: August Round-up**
    - In Quincy - $1,156.03 for Friends of Plumas Animals
    - In Portola - $707.80 for High Sierra Animal Rescue

B1 Quarter 2 Report – It was a "really good" quarter; we met a lot of our metrics. One area of non-compliance was B1.2 Net Income. Minimal profit – did not meet goals. High labor costs continue due to turnover. High repair expenses on refrigeration (cost of repairs was around $10,000). YTD net income is $33,000 under.

Emma moved to approve report, Michelle seconded. Motion carried.

New Business:

- IGM Succession Plan – This is in procedure manual. It is now position-based. The Finance Manager is the IGM. Current Finance Manager, Irene Kling, gave notice but Ali Blesse will be taking over (she has been with co-op for 10 years and can step right into IGM position with minimal training if needed).
- CAD Survey – October is Community Appreciation Month. One main focus is on Wellness Aisle – vitamins and supplements. Marissa suggested that we add a demographic question to the survey. Marcie said this is tracked through our POS. *It was recommended that Zip Code should be added to the survey.*
- Member/Owner Loan Procedure Discussion – Current Procedure Manual says the minimum loan amount = $5,000, *it was recommended that we reduce this to $2,500*; member loan rates would be lower than commercial loans (IRS has minimum rate which can be charged – 4.6% for midterm length loans); it was suggested that we change loan procedure to state: *loans "can" be for 5 or more years*.

  Marcie is meeting with loan officer tomorrow and will have a better idea how much we will need to borrow at that time. Michelle would like to see details on all four loans that we anticipate including amortization. Emma suggested that we have a lawyer review our current loan procedure. We could add language about paying loans off early. *It was recommended that we get pledges from members soon to get an idea of how much we can raise*. Marcie said we could also ask for straight up donations that we do not have to pay back.

  We still need electrical and plumbing estimates. Kate said that $500 per square foot is average. Tina mentioned that we should publicly request bids from General Contractors and that the Board should review those bids. Tina said we need to be transparent about this process to avoid impropriety.
- Lawrence Street Roof Project – Wood Roofing has provided an estimate of $16,907 for materials and $18,200 for labor. (Butterfly Valley has also estimated $38,308 to bring the roof structure up to code.) Marcie said it has been difficult to get bids for certain projects since she has been the GM. Marcie expects to get a more finalized estimate on entire contract by mid-October. We can list requests for bids through The Plumas Sun and Quincy Chamber in addition to social media. *After much discussion, it was the consensus that we will pause on the Lawrence street roof and focus on white house roof which leaks when it rains.*
- White house roof – Michelle mentioned the leak in the white house (248 Main St.) roof and that this should be fixed before winter. We do have money that we could commit to getting

that roof fixed first. Tina mentioned that this is an emergent issue and that we do not need to get three bids. We could have Wood Roofing take on this project instead of the Lawrence Street roof. We do have an estimate from Wood Roofing from two years ago (for the full roof) that would just need to be updated. *Marcie will follow up with Wood Roofing*.

- Renting commercial kitchen – The possibility of renting kitchen space was briefly discussed (e.g. Dragonfly Cafe, Moons, etc.). This could perhaps generate income and help us estimate how much we can expect to make in revenue with the expanded kitchen on Lawrence.
- Deadlines on projects – It was suggested that a special meeting be set-up Mid-October to consider deadlines for member loans and requesting bids. *Marcie will communicate with the Board by email and virtually as needed to arrange this*.

Committee Reports:

• Board Development – Next meeting is October 9th.

• Membership – Next meeting TBD. They are recommending changes to their Charter. See suggested changes on Google Drive document. *Emma moved to approve of these changes, Kate seconded. Motion was approved*.

• Finance – Met Sept. 21st – reviewed Q2 and B1 project projections and committee charter. They are changing how reports will be compared from one year to the next. Sales in alcohol products and Wellness have dropped. It was noted that non-alcoholic brands are becoming more popular and we are bringing in more of these items. The new Wellness Manager is bringing in new products and is asking for feedback on these items. Q2 had the high cost of equipment repair in refrigeration but we are hoping it is fixed right this time. No changes were made to Finance charter.

• Policy – They do not have a meeting scheduled at this time. Will Policy be incorporated with regular Board meetings? Emma asked a consultant about this, and she said that most co-op Boards do not have a separate Policy committee. Surveys could be used for policy changes. There is a schedule of when each policy is reviewed throughout the year. Procedures are living documents which can be changed as needed. The Articles and Bylaws are reviewed every other year. *Emma moved to dissolve the Policy committee, Marissa seconded. Motion carried*.

• Executive – This committee generally meets quarterly. Emma noted that Marcie's annual review is coming up.

Board Education: – *Tabled for next month's meeting* (topic: Board Level KPI Dashboards – Michelle).

Closings:

• Board Member Check In: None

• Review Decisions, Tasks, Assignments: Voted to confirm agenda; approved July minutes; approved Marcie's reports; discussed Lawerence street roof bid and will add this to entire Lawrence Street project; will schedule virtual meeting in October for ongoing project needs; will ask Wood Roofing for updated estimate on white house roof and see if they are available to do the work this fall; Zip code will be added to survey; discussed changes to procedures on member loan amounts (Marcie will talk to lawyer to discuss current loan procedures); approved changes to Membership Committee charter; approved to dissolve Policy committee; Board Education tabled to next month.

• Review Monitoring Calendar (October): October is Member/Owner Appreciation month and includes Customer Appreciation Day – Tues. Oct. 27th – Tim and Tina will be at Quincy store; Marissa will be in Portola. At next Board meeting, we will review B6 - Staff Treatment and September financials; next meeting is Oct. 26th at white house.

- Next BOD Meeting: October 26, 2026, at 5pm. Michelle will do Board Education.
- Summary for Employee Memo: Emma

Adjourn Meeting:

• *Emma moved to adjourn the meeting, Michelle seconded. Motion carried. The meeting was adjourned at 6:54 pm.*

Closed Session: N/A

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