



**SEVANANDA NATURAL FOOD  
BOARD OF DIRECTORS  
REGULAR MEETING  
MARCH 20<sup>TH</sup> 2018**

**Board Members Present:** Jessica McMorris, A “Chi Ma’at” Dilworth, Wanique Shabazz, Raj Mehta.

Mason West (6:35-7:48PM present then 7:51PM-Adjournment on conference line)

Pearletta Graves 6:50PM

Conference Line: Tracy Dornelly, Adama Alaji on conference line from 6:37-7:02PM, then present at Board Meeting, and Jim Williamson (7:37PM-Adjournment)

**Board Members Absent:** Raj Mehta.

**Non-Board:** Cheranna Dottin (Board Admin)

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**BUSINESS:** Board President Wanique Shabazz called meeting to order at 6:43PM. Quorum was met.

*Jessica McMorris volunteers to be the queue taker, A “Chi Ma’at” Dilworth volunteers to be the time keeper.*

**Approval of the Agenda**

Jessica McMorris motions to approve the March 2018 agenda with the additions.

2<sup>nd</sup>: Mason West.

Votes Taken:

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

A “Chi Ma’at” Dilworth-Yes.

**-Motion Carried.**

### **Approval of February Minutes**

*Board reviews February 2018 meeting minutes making corrections.*

Jessica McMorris Motions to approve the February 2018 regular meeting minutes as submitted with corrections.

2nd: Mason West

Votes Taken:

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

A “Chi Ma’at” Dilworth-Yes.

**-Motion Carried.**

### **New Business**

#### **Report on Co-op Café in Ashville, North Carolina.**

On March 9<sup>th</sup> “A Chi Ma’at, Jessica McMorris, and Adama Alaji attended the Coop Café in Ashville, NC sponsored by CDS Consulting Co-op. NCG (National

Cooperative Grocers) and NCB National Cooperative Bank)

*See notes for Adama Alaji's full report.*

**Jessica McMorris** enjoyed the theme of the workshop and all of the exercises that were centered on the theme, "WE". She had an opportunity to see everyone's definition of "WE" relative to the individual needs of their Co-op and expanding the reach of the different Co-Ops. Jessica found this workshop very interesting and engaging and brought a lot of ideas out of it from the breakout session exercises.

A "Chi Ma'at" Dilworth enjoyed learning about customer service vs customer experience and ways that Sevananda can be set apart from other stores by focusing on the customer experience. She also found it interesting learning about how to engage the millennials and how to engage them being that the world is changing and the cell phone is what they spend a lot of their time on.

### **Operations Report.**

Given by Ahzjah Simons.

This month's monitoring report is based on **Policy II-7/8 Financial Conditions-Audit and Policy III-Asset Protection.**

*See notes for full report.*

### **Audit**

By Audrey Griffin, Wegner CPA.

As a member of NCG (National Cooperative Grocers) Sevananda is required to have either a financial statement review or audit each year. A review issues an opinion based on the financial statements at an estimated cost of \$6,700.00-\$6,750.00. On the contrary, an audit is more in depth., they monitor internal controls, they look at the front end system and how the cash flows, digital procedures & processes and more. An audits estimated cost is \$12,500 and takes two people to come to the store for about three days, therefore it being more in depth. The decision is of the Board whether Sevananda chooses an audit or review.

Aubrey recommends that Sevananda adopt an audit/review cycle for audits and reviews.

Jessica McMorris motions to approve the GM monitoring report as submitted to the Board records, as in compliance.

2<sup>nd</sup>: Adama Alaji.

Votes Taken:

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

A “Chi Ma’at” Dilworth-Yes.

Jim Williamson-Yes.

*-Motion Carried.*

## **Old Business**

### **Board Retreat.**

Wanique Shabazz commends Jessica McMorris for her due diligence in planning the Board retreat. However, the Board was unable to come to a collective decision when all 9 board members will be available therefore, the Board must redecide when the Board retreat will take place. Jessica expressed concern that as a full Board they planned to have the retreat in the first quarter because there are things that need immediate attention. There are things in the policies that need to be revisited to create a functioning baseline to where the Board needs to be so that they can begin visioning. Pearletta thinks long term planning is essential, and hopes the Board can agree on a date. She is eager to learn and bring ideas to help the Board and Sevananda to emerge. Tracy agrees with Pearletta stating that it is important for the newer Board Members to be at the retreat because they will be in place for the next two to three years and they have to be a part of the vision created for Sevananda. A “Chi Ma’at” Dilworth did research and found that it was best for a retreat to happen in the fall. She recommends having two retreats if the budget is robust enough to support the recommendation. Adama feels as though the Board is already late, a retreat should have happened in fall 2017 and again in spring 2018. She would like to have the next retreat as soon as possible for visioning and also in fall 2018. Mason believes a retreat should happen as soon as possible for those who can attend and again in the fall. He also suggests that one of the retreat days be on a Sunday for those who work during the week and are off on weekends. Jim believes any form of training would be

better than no training at all. Jessica recommends the Board setting an annual calendar for the year for things that need to happen for the following year. This will help with planning in advance and ensure everyone's availability. The Board has a responsibility to Sevananda and it is important to have a fully functioning Board. Wanique thinks it's best for the Board to be on point and practical. He recommends having a retreat immediately that takes them to a place of focus so by fall the Board will be in a better state of mind. He is in full agreement with the pleasure of the Board.

Jessica motions that the Board follow through with a Spring retreat in the next 6-8 weeks.

2nd: Adama Alaji.

Votes Taken:

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

A "Chi Ma'at" Dilworth-Yes.

Jim Williamson-Yes.

***-Motion Carried.***

*Tracy Dornelly offers assistance to Jessica McMorris with doing research and help to bring forms of information to host the retreat in the next two weeks.*

Since the Board is not utilizing the first quarter training budget as anticipated, Jessica recommends that the Board use the money to sign up the additional Board Members and staff for the IPGA Conference.

Jessica motions the board pay the registration fees for all Board Members and staff attending the IPGA Conference.

2nd: Adama Alaji.

Votes Taken:

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Mason West-Yes.

Pearletta Graves-Yes.

A “Chi Ma’at” Dilworth-Yes.

Jim Williamson-Yes.

*-Motion Carried.*

*Board budget revision tabled to special call meeting.*

## **Committee Reports**

### **Policy Committee**

By Wanique Shabbazz

Wanique distribute a handout to the Board “What a Good Board does”. The handout speaks to the characteristics of policy, its usefulness to Board and staff, and its functionality. He tasks the Board with reviewing this handout.

Jessica offers her support to the Policy Committee as a committee member.

*See notes for full detail.*

## **Training Committee**

No report given.

## **Finance Committee**

Jessica offeres her support to the Finance Committee as a committee member related to Board budget until it is finalized.

## **Product Policy Committee**

No report given.

## **Elections Committee**

By Tracy Dornelly.

We've extended the Solicitation of the Candidate cycle to the March 25th . Twenty five candidate packets were picked up. The first candidate meet and greet has been combined with the Member Owner Mixer. Tracy will be communicating with Adama Alaji, Sharlise Lowe, Marketing/ Member Services Manager and Cheranna Dottin, Marketing/ Member Services Assistant/ Board of Directors Administrator to finalize a date for the mixer.

## **Linkage Committee**

By Adama Alaji.

Adama has been receiving interested applicants for the linkage committee.

A" Chi Ma'at" Dilworth motions to approve all committee reports.

2nd: Adama Alaji.

Votes Taken:

Jessica McMorris-Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Pearletta Graves-Yes.

A “Chi Ma’at” Dilworth-Yes.

Jim Williamson-Yes.

Mason West-Yes.

*-Motion Carried.*

### **Debrief**

Jessica McMorris felt it was a great meeting and appreciate the space that is created to bring her detail focused trait to the table.

Wanique Shabazz thought the meeting went well and is glad the Board is progressing.

Adama Alaji felt the meeting was good.

Mason West thought the meeting went well.

Pearletta Graves felt the meeting was good and feels the Board needs an agenda to work towards an objective.

A “Chi Ma’at” Dilworth thought the meeting was great and acknowledges that the Board has so much to offer. Their passion, love and inspiration keeps the meeting going and drives productivity.

Jim Williamson thinks the Board covered some great topics and looks forward to the executive session.

Ahzjah thought the meeting went great and felt there was some great dialogue. She likes how the difference in opinions is facilitated.

Jessica McMorris motions to adjourn the regular March 2018 Board meeting.

2nd: Adama Alaji.

Votes Taken:

Jessica McMorris-Yes.



Wanique Shabazz-Yes.

Adama Alaji-Yes.

Pearletta Graves-Yes.

A “Chi Ma’at” Dilworth-Yes.

Jim Williamson-Yes.

Mason West- Absent from vote.

***-Motion Carried***

Meeting adjourned at 10:12PM

DocuSigned by:  
*A Chi Maat Dilworth*  
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4/19/2018

Board Executive Secretary

Date

A “Chi Ma’at” Dilworth

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## Regular Meeting Notes

Tuesday, March 20<sup>th</sup>, 2018

**Board Members Present:** Jessica McMorris, A “Chi Ma’at” Dilworth, Wanique Shabazz, Raj Mehta.

Mason West (6:35-7:48PM present then 7:51PM-Adjournment on conference line)

Pearletta Graves 6:50PM

Conference Line: Tracy Dornelly.

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**Board Members Absent:** Raj Mehta.

**Non-Board:** Cheranna Dottin (Board Admin)

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### **Member Owner Present:**

Conley Major, Matthew Barron, Shyria Coleman, and Eric Davis.

### **Member Owner Comment.**

Shyria Coleman introduces herself to the Board. Shyria is an employee at Sevananda as well as a member of the new communication officer’s team.

Ahzjah also introduces Store Support Supervisor Matthew Barron.

### **Operations Report.**

-Monitoring Report.

-Sevananda Community Health Foundation.

-Bylaws of Sevananda Market.

-Ends Statement Summary.

-Direct Inspection Follow up.

**New Business**

Co-op Café Report.

**Policy Committee**

-“What a Good Board does” handout.

*Additional details available upon request.*

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