



**SEVANANDA NATURAL FOOD
REGULAR BOARD MEETING
Tuesday, June 19th 2018**

Board Members Present: Mason West, Pearletta Graves, Raj Mehta, Wanique Shabazz, Jessica McMorris, A “Chi Ma’at” Dilworth, Adama Alaji.

Jasmine Simone newly elected Board of Director. Not voting because not oriented/
outgoing directors not transitioned.

Conference Line: Tracy Dornelly 6:33PM-8:36PM.

Board Members Absent: Jim Williamson.

Non-Board: Cheranna Dottin (Board Admin), Ahzjah Simons (Cooperative
Director/ General Manager)

BUSINESS: Board President Wanique Shabazz called meeting to order at
6:33PM. Quorum was met.

*Pearletta Graves volunteers to be the queue taker, and Mason West volunteers to be the
time keeper.*

Approval of the Agenda

Pearletta Graves motions to approve the agenda.

2nd: Raj Mehta.

Votes Taken:

Mason West-Yes.

Pearletta Graves-Yes.

Raj Mehta-Yes.

Wanique Shabazz-Yes.

Jessica McMorris-Yes.

A “Chi Ma’at” Dilworth-Yes.

Adama Alaji. -Yes.

Tracy Dornelly- Yes.

-Motion Carried.

Approval of Minutes

The Board reviews the May 2018 regular meeting minutes for accuracy.

Pearletta Graves motions to approve the May 2018 regular meeting minutes with amended changes as submitted.

2nd: Jessica McMorris.

Votes Taken:

Mason West-Abstained.

Pearletta Graves- Yes.

Raj Mehta-Yes.

Wanique Shabazz-Yes.

Jessica McMorris- Yes.

A “Chi Ma’at” Dilworth-Yes.

Adama Alaji. -Yes.

Tracy Dornelly- Yes.

-Motion Carried.

Welcoming new Board Members.

Wanique congratulates Jessica McMorris, Jasmine Simone and Jerilyn Bell on winning the 2018 Board elections and welcomes them to the Board. He thanks Raj Mehta for his many years of service and looks forward to still having him engaged with the Board through a committee.

A “Chi Ma’at” Dilworth acknowledges that her and Raj served on the Board the longest out of all Board members and have a great history. She expresses her appreciation to Raj for being consistent, persistent, and dedicated and acknowledges that both she and Raj previously served on the General Manager Evaluation Committee.

Jessica McMorris thanks Raj for his positive attitude which has had a great impact on the Board.

GM Monitoring Report

This month’s monitoring report is based on **Policy III-10. Compensation & Benefits** and **Policy III-4 Treatment of staff**. *“The GM shall not permit the board to be uninformed or unsupported in its work.”*

Please see notes for full details.

Jessica McMorris motions to accept the June GM Monitoring Report as submitted with changes.

2nd: Mason West.

Votes Taken:

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

A “Chi Ma’at” Dilworth- Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Pearletta Graves- Yes.

Mason West-Yes.

-Motion Carried.

Old Business

Conference Updates

By A “Chi Ma’at” Dilworth.

The Board will be traveling to Savannah, GA for the International Policy Governance Association Conference Thursday, June 21st-June 23rd. A van has been reserved and Board members will meet and depart Wednesday June 20th approximately 6pm from Sevananda. The Desoto hotel where the conference is held is full. Accommodations have been made at the Springhill Suites 2 blocks from the venue due to the savings she achieved. She distributes the full itinerary for the retreat to the Board.

Retreat Updates.

Visioning Retreat Update.

By Jessica McMorris

On the previous phone conference regarding the visioning retreat, the Board decided to wait until the new Board members were seated to discuss possible dates. This visioning retreat was voted on during the May 20th and 21st working conference. CDS Consultant Thane Joyal is willing to facilitate this retreat pending decision of the dates. While Jessica is at the IPGA Conference she will send out possible dates for the visioning conference for the Board to decide on.

New Business

Board File Cabinet

By A “Chi Ma’at” Dilworth.

A “Chi Ma’at” Dilworth plans to organize Sevananda’s historical documents, along with previous Board Administrator Carolyn Renee. A “Chi Ma’at” Dilworth proposes plans to purchase a new fire proof cabinet if possible. This cabinet will help organize documents into large notebooks and folders in chronological order and in categories. This process will assist with organization and security of confidential and historical information. The cabinet that has been researched thus far consists of two separate locked areas along with areas where stand up notebooks and folders can be held. Specifically what is needed is a locked area where elections documents can be housed, and a separate locked area where historical information along with archived minutes can be stored. The

cabinet priced thus far is approximately \$900.00 however, she is doing additional research to see if other cabinets can meet the necessary specifications. Once it is narrowed down she will bring options to the board to be voted on. She suggests the current Board Secretary and Board Administrator have access to the keys, and passed down to the individuals in those positions for future boards. If a Member Owner request a document to view the Board will need 7 day minimum notice in writing. Documents must be viewed in the presence of a key holder and a log be signed and kept. Key holders will also be required to sign a confidentiality document.

Jessica McMorris recommends creating a policy around how security of documents are handled. She also recommends the Board having yearly summaries for previous year's minutes and having a binder for yearly summaries of the most relevant highlights that happened in those years.

“Thank you” letters.

By Jessica McMorris.

Jessica would like to send a “Thank You” letter to Sevananda’s kitchen to show the Boards appreciation for them working diligently to make sure the Board Meeting food meet the dietary needs of the full Board. She also reads aloud a letter she created to Serenbe Retreat Center to thank them for the two day experience the Board had while having their working conference at their facilities.

Committee Reports

Policy Committee

By Member Jessica McMorris

Jessica distributes “Sevananda BOD Spring 2018 working conference” that was amended on 5/28/18 6/18/2018. This document contains items tabled to special call meetings from the Board’s May 20th and 21st working conference. This is a working document where things are being added and subtracted as things get accomplished. Item #8 addresses the Board’s code of conduct being updated to reflect policy changes. Jessica recommends modifying the code of conduct and updating it based on current policy changes. Jessica received current copies of the Bylaws and Policy Governance and plans on integrating

the changes made so that current Policy Governance and Bylaws can be published.

Jessica motions to amend the Board Code of Conduct to reflect the policy changes made on May 20th and 21st, 2018 working conference.

2nd: Raj Mehta

Votes Taken:

Tracy Dornelly-Yes.

Jessica McMorris-Yes.

A “Chi Ma’at” Dilworth- Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Pearletta Graves- Yes.

Mason West-Yes.

-Motion Carried.

Jessica will forward the changes to the Board Code of Conduct to Board President Wanique Shabazz to make changes.

The GM/CD has been creating a final template for the direct inspection. Jessica recommends having this discussion at the next special call meeting.

Jessica motions to have a special call meeting on July 10th to review the direct inspection documents.

2nd: Raj Mehta.

Votes Taken:

Jessica McMorris-Yes.

Raj Mehta-Yes

A “Chi Ma’at” Dilworth- Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Pearletta Graves- Yes.

Mason West-Yes.

-Motion Carried.

Wanique nominates Jessica McMorris to chair the Policy Committee to assist with that committee being more actively engaged. Jessica agrees to co-chair the policy committee with current policy committee chair Wanique Shabazz.

Training Committee

No report given, no votes taken.

Finance Committee

GM/CD Ahzjah Simons distributes the April expenses for 2018 to the Board.

Product Policy

No report given, no votes taken.

Linkage Committee

No report given, no votes taken.

Ahzjah Simons has a few engaging events for the Board to connect with Owners and shoppers. She plans on sharing this activity list with the Board so they can decide on how they can be engaged in these events.

Elections Committee

Tracy plans on emailing the elections report to the Board.

Mason West motions to approve all reports given.

2nd: Pearletta Graves.

Votes Taken:

Raj Mehta-Yes

Jessica McMorris-Yes.

A “Chi Ma’at” Dilworth- Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

Pearletta Graves- Yes.

Mason West-Yes.

-Motion Carried.

Debrief

Wanique Shabazz thinks the meeting was great and thinks the Board is getting more accountable to their responsibilities.

Adama Alaji is looking forward to the more.

Jessica McMorris is excited to continue for three more years.

Pearletta Graves is happy for the time management.

Mason thought it was a great meeting. He enjoyed the communication liaisons report.

Raj Mehta was excited to join the Board and is excited to leave. He plans to still be present and engaged on a Member Owner level.

Jasmine Simon is anticipating great things to come. She is excited to learn, support and contribute.

A “Chi Ma’at” Dilworth is grateful for the progress of the Board and forward movement.

Ahzjah thought the meeting was great and feels supported by the Board. She believes everything is synergizing together on all levels.

Wanique Shabazz thanks Board Administrator Cheranna Dottin for the role she plays and for making sure the food is up to par for each Board Meeting.

Raj Mehta motions to adjourn the June 2018 monthly Board meeting.

2nd: Jessica McMorris

Votes Taken:

Jessica McMorris-Yes.

A “Chi Ma’at” Dilworth- Yes.

Wanique Shabazz-Yes.

Adama Alaji-Yes.

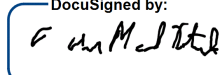
Raj Mehta-Yes

Pearletta Graves- Yes.

Mason West-Yes.

-Motion Carried.

Meeting Adjourned at 9:13PM

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7/20/2018 8:12:37 AM PDT

A “Chi Ma’at” Dilworth
Board Executive Secretary

Date

**SEVANANDA NATURAL FOOD
REGULAR BOARD MEETING NOTES**

Tuesday, June 19TH 2018

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Jasmine Simone newly elected Board of Director. Not voting because not oriented/
outgoing directors not transitioned.

Conference Line: Tracy Dornelly 6:33PM-8:36PM.

Board Members Absent: Jim Williamson.

Non-Board: Cheranna Dottin (Board Admin), Ahzjah Simons (Cooperative Director/ General Manager)

Member Owners Present:

Kathleen Cooley and Shyria Coleman (Communications Officers)

Member Owner Comments:

None.

Operations Report:

-Policy III-10. Compensation & Benefits Policy and Report.

-Policy III-4 Treatment of staff with Communications Officers Report.

-Communications officer’s report.

Additional details given upon request.

New Business:

Thank You letter to Serenbe Retreat Center.