



## **Just Food Board Meeting**

**January 15, 2025**

**Present:** GM Matt K., President Carla J., Vice President Brandi A., Secretary Page N. (via zoom), Treasurer Jake M., Brenda K., Claire R., Stacey S., Leona O. **Staff:** Board Admin Laura G., **Absent:** Tim B.

**Meeting called to order by President, Carla, at 6:33 pm**

**Agenda Review:** Carla confirmed quorum. No changes to the agenda.

**Recurring Consent Agenda - presented by Carla**

**Minutes of December 2024 Board Meeting**  
**Minutes of December 19, 2024 zoom meeting**  
**Minutes of January 9, 2025 Executive Session**  
**New Membership Applications**  
**Owner Reconciliation**

Carla moved to approve the consent agenda. There were no objections and the motion was carried.

**Board Business**

**Seat New Directors** - Carla recognized new board members and marked the formal beginning of their terms of service.

**Actions without Meetings** – None.

**Operations/transition report – presented by Matt**

Matt provided updates on how GM tasks will be distributed between Joanelle, Wendy, and Josh until a new GM is hired. Tasks were assigned to individual board members. Matt reported that operations are on solid footing, with strong sales in December and a new Produce Manager starting this week. Bylaw revisions are still under review with the lawyer.

**Elections/Approve 2025 Officers**

Carla proposed this year's slate of officers: Carla as President, Brandi as VP, Jake as Treasurer, and Page as Secretary. Carla asked for additional nominations, and there were none. Jake moved to approve these officer positions. Second by Claire. All in favor and the motion passed.

**Annual Disclosure of Conflicts of Interest**

Board members were provided with an online form in which to disclose any potential conflicts of interest. New and returning board members alike complete this annually.

**Review Calendar and Set Meeting Schedule**

The board discussed removing the July and December board meetings in 2025, and combining the April and November meetings with the bi-annual board retreats. The July and December



meetings may be added back into the calendar if needed. The board also discussed attending the CCMA conference in Duluth in May.

### **Establish Committees**

The board assigned committee chairs and members as follows:

Education Committee: Page (Chair), Stacey, Claire, Leona

Finance Committee: Jake (Chair), Brandi, Brenda, Tim (tentative, as Tim was not present.)

Events Committee: Brenda (Chair), Claire, Page, Jake

Outreach Committee: Leona (Chair), Stacey, Brandi, Tim (tentative).

Search Committee: Brandi (Chair), Joanelle (HR), Rachel W. (staff representative), Micheal P. (past board member), and Tim.

Leona moved to approve these assignments. Second by Brenda. There were no objections and the motion passed.

### **Board Committee Reports:**

**Search Committee:** Brandi reported that the GM job description is almost approved. It is expected to go live next week on over 30 different sites, in addition to being promoted to membership and posted in-store. The goal is to have candidates phone screening in mid-February and have the board review screened candidates in March. A recruitment firm, which JFC has used in the past, is on standby if the applicant pool isn't satisfactory.

The board also discussed confidentiality and its policy of staff recusal from executive sessions. Brandi proposed consulting with Columinate on best practices for staff recusal.

**Education Committee:** Didn't meet.

**Outreach:** Didn't meet.

**Finance:** Didn't meet.

**Events:** Brenda reported that the Seed Swap is scheduled for March 15. The committee hopes to expand this into a larger community event this year. Marketing materials are underway. Tasks will be assigned to individuals.

### **Review Calendar and Tasks**

**Adjourn:** Jake moved to adjourn the meeting. Second by Claire. There were no objections and Carla adjourned the meeting at 8:21pm.

The next meeting is February 19, 2025 at 6:30pm  
at 500 Water Street