



## **Just Food Board Meeting**

**February 19, 2025**

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

**Meeting called to order by President, Carla, at 6:30 pm**

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

**Consent Agenda - presented by Carla**

### **Minutes of January 2025 Board Meeting**

#### **New Membership Applications**

#### **Owner Reconciliation**

Jake moved to approve the consent agenda. Second by Leona. There were no objections and the motion was carried.

### **Monitoring Reports**

#### **B1- Financial Condition**

Matt had prepared the B1 report prior to his departure. Board members reviewed this prior to the meeting. Wendy answered additional questions during the meeting.

#### **B3 - Asset Protection**

Matt had prepared the B3 report prior to his departure. Board members reviewed this prior to the meeting. There were no additional questions. Brenda moved to approve both reports. Second by Claire. There were no objections and the motion was carried.

### **Board Business**

**Actions without Meetings – None.**

#### **Code of Conduct**

Carla introduced the discussion. Board members discussed ethical conduct during the GM hiring process. Main topics were confidentiality, handling potential conflicts of interest, and decision-making process in the event of disagreement.

#### **Operations Report**

Department managers provided written updates for review prior to the meeting. Wendy took additional questions. She also reported that the interim GM team is functioning well. The team is still working with Michelle, a management consultant, on efficiencies and strategic planning.



### **Update on Bylaw Legal Review**

Legal review is still underway. The board discussed logistical options for managing a membership vote to approve the new bylaws. Carla proposed making a decision at the April board retreat.

### **Board Committee Reports:**

**Search Committee:** Moved to the executive session.

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

**Outreach:** Met. Reviewed the charter, timeline for the year, goals, and shared outreach ideas. Discussed outreach budget, website monitoring, and implementation of the customer satisfaction survey.

**Finance:** Didn't meet.

**Events:** Met. Seed swap will be held at the Northfield Public Library on March 15 from 11:00am-1:00pm. Marketing is underway. Began discussing a new community summer event.

### **Review Calendar and Tasks**

**Adjourn:** Jake moved to adjourn the meeting. Second by Brenda. There were no objections and Carla adjourned the meeting at 7:42pm.

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