just food co·op board of directors

**Meeting Minutes**
**June 18, 2025**

**Attendance**

- **Board Members Present:** President Carla J., Vice President Brandi A., Secretary Page N., Brenda K., Tim B., Claire R., Leona O., Stacey S.
- **Staff Present:** General Manager John R., Board Admin Laura Gerber
- **Absent:** none

**1. Call to Order**: The meeting was called to order by President Carla at 7:01 PM.

**2. Quorum**: Carla confirmed a quorum was present.

**3. Agenda Review**: Carla proposed three amendments to the agenda: (1) add approval of the board budget for FY 2026, (2) include an update on the bylaw revision in the Education Committee time, and (3) edit the date of the next meeting to August 20 (there will be no July meeting.) Stacey moved to approve the agenda amendments. Second by Brenda. The motion passed.

**4. Consent Agenda**: Carla presented the Consent Agenda, which included Minutes of May 2025 Board Meeting, New Membership Applications, and Board compensation certifications. Claire moved to approve the consent agenda. Second by Leona. The motion passed.

**5. Monitoring Reports**

- **B2 - Financial Planning:** John pre-prepared the B2 report, which board members reviewed prior to the meeting. John provided a verbal overview and answered additional questions.
- **Board Budget:** Brenda presented the proposed board budget. Board members discussed changes. Tasks assigned to the Finance Committee to update the budget document. Leona moved to approve the board budget, seconded by Page . The motion passed.
- **Store Budget:** John prepared the proposed store budget, which board members reviewed prior to the meeting. John presented a verbal overview and took additional questions. Brandi moved to approve the store budget. Second by Claire. The motion passed.

**6. Board Business**

- **Actions without Meetings:** None.

- **Operations Report:** John had pre-prepared key statistics and updates from Department Managers, which board members reviewed prior to the meeting. John provided a verbal overview and there were no questions.

**7. Board Committee Updates:**

- **Education Committee:** Did not meet. Carla provided an update on the bylaw revision. Carla is completing remaining tasks in order to present the revised bylaws for a vote by the membership at the annual meeting.
- **Outreach Committee:** Tim presented a final draft of the board recruitment brochure and solicited feedback. The board discussed brochure distribution and other efforts to increase board visibility. Tasks assigned to individuals.
- **Finance Committee:** Did not meet.
- **Events Committee:** Claire will replace Brenda as chair of the Events committee due to Brenda's temporary position as board Treasurer. Claire provided an update on plans for the September 7th community appreciation event. The board discussed budget and event marketing.

**10. Review Calendar and Tasks:** Reviewed. Tasks assigned to individuals.

**11. Adjournment**: Brandi moved to adjourn. Seconded by Brenda. The meeting was adjourned at 8:23 PM.

The next meeting is scheduled for August 20, 2025
7:00 PM at 500 Water Street.