



Meeting Minutes
December 17, 2025

Attendance

- **Board Members Present:** President Carla J., Vice President Brandi A., Treasurer Brenda K., Claire R., Leona O., Tim B., Stacey S.
- **Absent:** Secretary Page N., Jake M.
- **Staff Present:** General Manager John R., Board Admin Laura G.
- **Others:** Board members elect Laurie B. and Tom D.

1. Call to Order: The meeting was called to order by President Carla at 6:32 PM. Carla confirmed a quorum was present.

2. Agenda Review: No changes. Leona moved to approve the agenda. Brandi seconded and the motion carried.

3. Consent Agenda: Carla presented the Consent Agenda, which included the minutes of the November 2025 board meeting, new member applications, board compensation certification, and a stock repurchase request. Leona moved to approve the consent agenda. Second by Brenda. The motion carried.

4. Policy Monitoring Report

- **B1 - Financial Condition:** John pre-prepared the B1 report, which board members reviewed prior to the meeting. There were no additional questions. Claire moved to approve the B1 Report. Second by Brandi. The motion carried.

5. Board Business

- **Actions without Meetings:** None.
- **Operations Report:** John pre-prepared the Operations report, which board members reviewed prior to the meeting. John presented additional context. Margin was strategically lower this month to drive higher volumes and increase cash flow. There were no additional questions.
- **Financial Benchmark report:** Brenda presented key figures the finance committee has been tracking. The board discussed financial training for new and current board members. Tasks assigned to individuals.
- **Thank outgoing board members:** Leona recognized the contributions of outgoing board members, Tim and Jake.



6. Board Committee Updates:

- **Education:** Did not meet.
- **Outreach:** Leona presented the revised Board Handbook. Board members will review and provide feedback by Jan 8th. The Outreach Committee will finalize the handbook at their next meeting in January.
- **Events:** Claire lead a discussion on “Coffee with the Board” events. It was decided that these events will serve as a recruitment tool for new board members during the summer recruitment season. John will attend to address operations-related questions and concerns. Staff also expressed interest in meeting board members.
- **Finance:** Brenda provided an update from the Finance Committee meeting. The committee reviewed the balance sheets, Profit & Loss statements, and benchmark reports and unanimously concluded that JFC is in good financial health.
 - John announced that patronage rebates will begin on December 28th and run through April. A discussion followed regarding the necessary communication plan for members. Tasks assigned to individuals.

7. Review Calendar and Tasks

8. Adjournment: Stacey motioned to adjourn. Second by Claire. The meeting was adjourned by Carla at 8:28. .

**Next meeting is January 21, 2026 at 6:30pm
at 500 Water Street**