

**FINAL for Posting**

**CCFC Board Meeting Minutes**

**Date: July 23, 2025**

**Time: 10:30 AM -12:30 PM**

**Location: Benicia Chamber of Commerce**

**Board attendees: Paula Schnese, Dave McAdams, Shay Miles, Taryn Shawstad**

**Member-Owner attendees: – None**

**1. Call to Order**

10:45 AM Meeting was called to order by Paula Schnese.

**2. Roll Call**

- All Board members in attendance. Dave McAdams joined via Zoom.

**3. Agenda Approved, no changes**

**4. Approved June 11, 2025 Meeting Minutes**

- Draft minutes had circulated earlier and a few revisions were recommended. No additional changes were noted during the meeting.

**5. Discussion Topics**

- **2025 Board Development Team Operational Plan (As of 7/16/2025)**, the Board discussed the team's proposed goals/actions. The Board Development team consists of member-owners that will assist in identifying Board candidates and conducting the 2025 CCFC Board election in October.
  - **Agreement** – the Board approved the team recommendations and understood that some of the due dates may be revised as the work progresses.
  - **Agreement** – with the next Board meeting moving from August 13 to August 27, the Board will review and approve the proposed Board election timetable via email, in order to not delay the team's work.
- **Preliminary Market Assessment Proposal**, Columinate is a network of consultants focused on bringing co-op expertise to organizations, including start-up support. The Columinate proposal provides additional information to assess the viability of a food co-op in the Benicia/Vallejo area, including a "ballpark" estimate of sales potential.
  - **Agreement** – with the understanding that we will need additional research and a more detailed Market study once potential store sites are identified, the Board approved moving forward with the preliminary market assessment proposal. The report generated will inform our business case and next steps.
- **Summaries of Pro-Forma Provider Calls**, a preliminary pro-forma would provide a rough, 10-year projection of the funds needed to open and operate our food co-op.

- **Agreement** – after discussion, the Board agreed a preliminary pro-forma is a critical preparation step for CCFC. They requested that a formal RFP be sent to each of the recommended consultants. Both individuals have numerous years of food co-op experience, as well as extensive financial expertise and can provide benchmark data from other food co-ops' experiences.
  - **Agreement** – the Board will also work with Solano County Economic Development Corporation (EDC), a private nonprofit membership organization, to gather local data such as demographics by zip code, retail reports, etc. The information will be specific to our area and help to ensure robust data for the pro-forma.
  - **Agreement** – During the discussion it was clear the preliminary pro-forma will provide better estimated spend by project stage. The Board agreed to work on a formal plan, including asking for volunteers, to pursue potential funding sources such as grants, foundations and donations.
- **Outreach Team Charter and 2025 Outreach Operational Plan (as of 7/20/25)**, the Outreach Team consists of member-owners that help to raise awareness of CCFC at events and share marketing materials in the community, in order to generate new owners and re-engage current owners.
    - **Agreement** – the Board approved both the team Charter and Operational Plan.
    - **Agreement** – establishing metrics to assess communication and engagement effectiveness is important. The team will conduct initial data analysis of website usage, newsletters and event outcomes to inform the development of the Outreach Team 2026 plans. Their work will be leveraged into a study to establish longer term CCFC metrics.
    - **Agreement** – there was strong support for holding the recommended volunteer recognition and opportunities event in September.
  - **CCFC Board Minutes**, a change in the meeting minute format was implemented in April. The Board had agreed to review the process at the July meeting to identify any enhancements. Overall, the Board liked the approach.
    - **Agreement** – decision was made to post the monthly CCFC Board minutes on the CCFC website beginning with the approved July 23 Minutes. This will provide greater transparency into the Board's activities. Also, agreed that Executive session topics will not be included in the public posting to ensure the confidentiality of the discussion.

## 6. Updates

- **Treasurer's Report** – with the current balance of CCFC's accounts the Board is concerned with our ability to move forward with new initiatives and activities.
  - **Agreement** – at the August Board meeting we will review the projected 2025 spend to identify opportunities to reduce current expenses.

- **Agreement** – need to establish a process for making partial share payments easier for member- owners.
- **Calendar** – reviewed CCFC calendar.
  - **Agreement** - based on Board members’ availability the dates for the next two Board meetings were changed to August 27 and September 24.
- **Board Actions and Outcomes Sheet**, no questions were raised.
- **CCFC Team Requests** – two teams brought forward proposals for Board approval in the **Discussion Topics** portion of the meeting.

## 7. Closing

- **Next Board Meeting Agenda Items**, identified agenda topics for August meeting, as well as added topics to the remaining 2025 Board meeting calendar.
- **New Systems**, discussed the revised agenda format for the July 23 Board meeting.
  - **Agreement** – the Board liked the new format and decided to continue using it going forward.
- **Meeting Plus/Delta**, a short-brainstormed discussion on what went well at the meeting and where potential meeting process improvement could occur.

## 8. Adjournment

**Time: 1:00**

**Next Board Meeting: August 27, 2025 at 10:30 AM, Benicia Chamber of Commerce**

**Minutes submitted by: Taryn Shawstad**

**Date: July 26, 2025**

**Approved by Board: August 27, 2025**