

FINAL for Posting

CCFC Board Meeting Minutes

Date: August 27, 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

10:40 AM Meeting was called to order by Paula Schnese.

2. Roll Call

- All Board members in attendance.

3. Agenda Approved, no changes

4. Approved July 23, 2025 Meeting Minutes

- Draft minutes had circulated earlier. No changes were noted during the meeting.
- Board reconfirmed the July 23 decision 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.

5. Discussion Topics

- **CCFC Potential Board Candidates**, the Board reviewed a list of member-owners that may be strong candidates for open Board seats. Currently only four of the seven Board positions are filled. With the upcoming October election there will be five open positions. Not having a full Board is impacting our progress towards opening a food co-op. The Board Development team suggested being more proactive in soliciting candidates. One of the CCFC owners searched LinkedIn to try to identify potential candidates. The Board supported actively soliciting Board candidates but also discussed the importance of keeping the gathered information confidential.
 - **Agreement** – the Board approved reaching out to some owners to determine if they have any interest in being a Board candidate. **Applications to run in the election are due on or before Tuesday, September 30.**
- **Site Search Team Charter and 2025 Operational Plan (As of 8/14/25)**, the Board discussed the proposed revised team charter and team's proposed goals/actions. The Site Search team consists of member-owners that will assist the Board with market studies, provide data on estimated building expenses for the preliminary pro-forma, and site search efforts once we are ready to identify locations.
 - **Agreement** – the Board approved both the team charter and 2025 operational plan.

- **Agreement** – the Site Search team needs to further discuss the due dates and clarify responsibilities within the team.
- **Preliminary Market Assessment Report**, G2G Analytics provided a formal preliminary market assessment of the feasibility for a food co-op in the Benicia-Vallejo area. The report indicated that the Benicia-Vallejo area should be capable of successfully supporting a natural foods co-op. The assessment also provided a ballpark sales range and a trade area based on our population demographics. The Board had several questions to better understand the analysis, but agreed the information will be useful as we further refine our project plan and business case.
 - **Agreement** – the Board will submit questions to the consultant and then meet with him to better understand the analysis and assumptions.
 - **Agreement** – once the Board’s questions are answered a summary of the results will be shared with our member-owners.
 - **Agreement** – the report will be shared with the Site Search team. The Board also understands additional research and a more detailed Market study will be required once potential store sites are identified.
- **Communication and Marketing Team Charter and 2025 Operational Plan (As of 8/25/25)**, the Communication and Marketing team consists of member-owners that develop an annual communication plan and works with the Board on maintaining the CCFC website, social media and ongoing communications with our owners and community.
 - **Agreement** – the Board approved both the team Charter and Operational Plan.
 - **Agreement** – the team needs additional volunteers to help improve the consistency and proactivity of our communication and marketing efforts.
- **Volunteer Appreciation Party**, the Outreach Team has been taking the lead in organizing a Volunteer Appreciation party to recognize our engaged volunteers on Friday, September 19. All member-owners are invited. The Board reviewed the proposed agenda and activities for the event, including an informal poster session with the opportunity to learn more about two of the CCFC teams, as well as the CCFC Board and current Board openings.
 - **Agreement** – the Board supported the event plans and were appreciative of the organizers hard work to ensure a fun event.
- **2025 Volunteer Intake Form**, the CCFC website has included an electronic form for people to view volunteer opportunities and indicate their availability to help. In an effort to increase the number of volunteers, a revised form was developed to simplify the information requested and highlight volunteer opportunities with the greatest need.
 - **Agreement** – the Board approved the revised 2025 Volunteer Intake Form.

- **October Co-op Month Activities**, CCFC will be aligning their Co-op Month activities with the United Nations International Year of Cooperatives campaign theme, Cooperation for a Brighter Future. The slogan is “Co-ops: Building a Better World Together”. The Board reviewed the proposed plan.
 - **Agreement** – Board agreed weekly messages during Co-op month will be shared via social media.
 - **Agreement** – while we agree an in-person event would be a good addition to the activities, need to determine in the next week if we have the volunteer resources necessary to organize an in-person October event to celebrate the messages of Co-op month and build connection with the community.

- **CCFC Frequently Asked Questions (FAQs)**, as part of our continuing efforts to improve CCFC communications the Board reviewed a set of FAQs to post on the website.
 - **Agreement** – the Board approved the FAQs and posting them on the CCFC website.

- **Live Solano Give Solano**, Solano Community Foundation is hosting an inaugural Day of Giving on Wednesday, October 1 that is called “Live Solano Give Solano”. It is a call to Solano residents to reconnect our giving with what matters most – our values, our neighbors, and our shared future. Over 100 organizations will be participating. The Board reviewed a proposal for CCFC to be part of the event and raise funds for several of our projects.
 - **Agreement** – the Board supports this county wide effort and approved CCFC being part of Live Solano Give Solano with the understanding a draft description of the proposed CCFC goals and descriptions will be circulated via email for Board approval before finalizing.

- **Grant Proposals**, the Board discussed the challenges we face as we move into more active business development activities. Our expenses are increasing with required market studies, feasibility reviews, financial forecasting, technology investments, consulting assistance and so on. The Board is currently looking at funding alternatives including building our grant writing capabilities, along with gathering the data necessary to apply for and successfully receive a grant.
 - **Agreement** – the Board approved applying for two grants. One is a Notice of Funding Opportunity with the Economic Development Administration. The other will be an update to a grant we submitted earlier in the year with the FARE Fund.
 - **Agreement** – continue to look for volunteers that can help identify potential grant opportunities and/or provide support with grant writing.

- **Policy Register**, as part of our governance, CCFC has a Policy Register that reflects our values and principles that guide decisions. The Board reviewed a proposal to

identify Policy Register improvement opportunities as part of an annual governance review.

- **Agreement** – the Board approved the review of the Policy Register. The draft document will be presented at a future Board meeting.
- **Insurance**, the Board discussed the need for liability insurance for CCFC. As the organization moves from a grass-roots effort towards developing a business understanding our risks and insurance needs seems timely.
 - **Agreement** – the Board approved requesting insurance quotes from providers that work with co-ops in the start-up stage.

6. Updates

- **Treasurer's Report** – the Board reviewed expenses year-to-date, as well as projected expenses for the remainder of 2025 into early 2026.
- **Calendar** – reviewed CCFC calendar.
- **Board Actions and Outcomes Sheet**, discussed the decision that was reached electronically on August 13, 2025. Taryn Shawstad was endorsed by the Board to serve as Board Secretary for the remainder of 2025.
- **CCFC Team Requests** – the Communication & Marketing Team and the Site Search Team 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 September Board meeting, as well as added topics to the other remaining 2025 Board meeting calendar.
- **New Systems**, shared the new “Email to Owners” format in Mailchimp.
- **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: 1:10

Next Board Meeting: September 24, 2025 at 10:30 AM, Benicia Chamber of Commerce and Zoom

Minutes submitted by: Taryn Shawstad

Date: August 28, 2025

Revised: September 21, 2025 (based on Board feedback)

Approved by Board: September 24, 2025