

CCFC Board Meeting Minutes

Date: September 24, 2025

Time: 10:30 AM -12:30 PM

Location: Benicia Chamber of Commerce

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

Owner attendee: – Nancy Welt

1. Call to Order

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

2. Roll Call

- All Board members in attendance. Shay Miles joined via Zoom.

3. Opportunity for Owner Comment, welcomed owner Nancy Welt to the Board meeting. She was interested in learning more about the Board's work and volunteer opportunities.

4. Agenda Approved, no changes

5. Approved August 27, 2025 Meeting Minutes

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

6. Discussion Topics

- **Review Board Election Process Results**, the Board reviewed the progress. There are currently two candidates for the five open Board positions. The Board Development team has been actively soliciting candidates including a Zoom call on September 3 and participating in a poster session on September 19 to share information and answer any questions. The team members have also reached out to several owners to see if they would be interested in applying. There are two other individuals that have expressed possible interest in being a candidate. Board candidate packets are due by September 30. The election will be October 12-26.
 - **Agreement** – the Board approved the process for determining who fills the two-year and one-year Board openings. If we have five or more candidates the four candidates with the most votes will fill the two-year terms and the fifth candidate by votes will fill the one-year term.
- **Approve the Selection of a Pro-Forma Consultant**, the Board discussed the interview summaries of two potential consultants– Sarah Lebherz Consulting, LLC and Siobain Mitchell Co-op Consulting. The preliminary pro-forma will be our first multi-year financial forecast of the funding required at each stage of our start-up. Both consultants have extensive food co-op and financial experience. The Board felt both were strong candidates. The discussion also highlighted the desire for the selected

consultant to actively challenge our assumptions and offer feedback on best practices and learnings from other food co-ops.

- **Agreement** – the Board agreed that contacting each candidate’s references was the next step. A summary of the feedback will be circulated back to the Board for review. Then a final selection will be made.
- **Next Steps for the Preliminary Market Assessment Report**, several questions had arisen during the Board’s initial review of the preliminary market assessment by G2G Analytics last month. Our questions on the methodology had been submitted to the consultant and the responses were reviewed by the Board. The Board now better understands the analysis and was pleased with the findings that the Benicia-Vallejo area should be capable of successfully supporting a natural foods co-op. They also recognized that additional analysis will be required as we build out our project plan and alternatives.
 - **Agreement** – the report will be shared with the Site Search team for their feedback on next steps.
- **Draft 2025 CCFC Communication Messages**, the Board reviewed an update to our CCFC key messages documentation for future communications.
 - **Agreement** – the Board approved the draft document and agreed that this is a living document that will evolve with our work.
 - **Agreement** – the Communication & Marketing team and the Outreach team will be asked for feedback on the key communication document to improve our messaging and identify additional topics that need to be included.
- **Volunteer Appreciation Party Lookback**, the Volunteer Appreciation party on Friday, September 19 went well. The Board reviewed the survey feedback that was collected from the attendees. The participants enjoyed the opportunity to meet other owners and learn more about the co-op’s current activities. The respondents did wish more people attended. Overall, there were very positive responses to the following survey questions:
 - “I’m glad I attended today’s event”
 - “I learned new and valuable information today”
 - “The event made me feel valued and appreciated as a volunteer”
 - “The event inspired me to get more involved in future”
 - **Agreement** – the Board approved having an annual Volunteer Appreciation event. CCFC is run by volunteers and their active participation is key to our success and needs to be recognized. For an organization at our stage of start-up best practices suggest we need at least 35-45 active volunteers to make progress and we currently have about 15 volunteers.
- **Live Solano Give Solano Update**, CCFC is participating along with over 100 other organizations in the Solano County, Day of Giving, on Wednesday, October 1st. Our

page has been updated with information on the co-op, and is seeking funding to support our:

- Outreach efforts that will expand our visibility and presence.
 - Feasibility studies to evaluate key components and assess our likelihood of success.
 - Professional grant writing services to expand and diversify revenue from private foundations and government sources.
- **October Co-op Month Activities**, our Co-op Month theme this year is “Cooperatives Build a Better World” which echoes the United Nations’ celebration of the International Year of Cooperatives. The Board reviewed the proposed communication plan.
 - **Agreement** – Board reviewed and made some suggestions on the draft weekly social media messages.
 - **CCFC Policy Register**, a draft document was reviewed. The Policy Register reflects the values and principles that guides our decisions. It is an important component of our co-op governance.
 - **Agreement** – the Board approved and adopted the CCFC Policy Register.
 - **Insurance**, the Board again discussed the need for liability insurance. As the organization moves from a grass-roots effort towards developing a business understanding our risks and insurance needs is important.
 - **Agreement** – the Board approved submitting an insurance application to ERISK Services LLC to better understand the market and costs. ERISK currently works with other co-ops in the start-up stage.
 - **2026 CCFC Operational Plan and Budget Timeline**, the Board reviewed the proposed timeline for developing our 2026 plans.
 - **Agreement** – approved the timeline with the decision to communicate plans to owners in January. Agreed it was important that existing Board members, as well as new Board members elected in October develop and finalize our 2026 Operational Plan and Budget.

7. Updates

- **Treasurer’s Report** – nothing new reported.
- **Calendar** – reviewed CCFC calendar.
- **Board Actions and Outcomes Sheet**, discussed that several items have been completed.

- **2025 CCFC Board Operational Plan (As of 9/22/2025)**, identified that enhancements to our Owners spreadsheet and the establishment of a Community Outreach spreadsheet have been delayed.
 - **Agreement** – Supported that other items have been higher priority. A revised timeline will be developed.
- **CCFC Team Requests** – reviewed the updated Outreach Team Operational Plan.
 - **Agreement** – the Board will meet with the Outreach team to revise our key messages while talking with current and potential owners.

8. Closing

- **Next Board Meeting Agenda Items**, identified agenda topics for October Board meeting, as well as added topics to the December 2025 Board meeting calendar.
- **New Systems**, nothing reported.
- **Meeting Plus/Delta**, a short-brainstormed discussion on what went well at the meeting and where potential meeting process improvement could occur.

9. Adjournment

Time: 1:15

Next Board Meeting: October 8, 2025 at 10:30 AM, Benicia Chamber of Commerce

Minutes submitted by: Taryn Shawstad

Date: September 27, 2025

Revised: October 5, 2025 (based on Board feedback)

Approved by Board: October 8, 2025