

CCFC Board Meeting Minutes

Date: October 8, 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: – Keira Williams

1. Call to Order

The 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. Conflict of Interest for Today's Agenda, none identified.

5. Approved September 24, 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

- **Revised CCFC New Director Orientation Checklist**, the Board reviewed the Orientation Checklist revisions that had been worked with the Board Development Team. The Orientation Checklist is designed to help new Board members become effective contributors as quickly and efficiently as possible. Actions required include reading Board documents, reviewing websites and attending a virtual Board Governance Workshop.
 - **Agreement** – the Board approved the revised checklist.
- **Update on CCFC Applications for Two Grants**, CCFC needs to raise additional money for the work needed to open our food co-op. One of our fundraising focus areas is grants. The Board has been pursuing two potential grants. Earlier this year, we applied for the Healthy Food Financing Initiative (HFFI) Food Access and Retail Expansion (FARE) Fund at USDA Rural Business-Cooperative Service. Managed by the Reinvestment Fund, three rounds of funding were offered in 2025. This being the first of its kind, and with an overwhelming response, amendments were made. Late summer, an amendment proved we were not ready for this funding. We are hoping to revisit this grant opportunity next year after our feasibility studies are completed.

We are also looking at the US Economic Development Administration (EDA) Disaster Supplemental Notice of Funding Opportunity (NOFO). The Board is working with

one of the EDA fund advisors to determine if the developmental work needed to open our food co-op meets the grant requirements.

- **Agreement** – the Board agreed to continue to pursue the EDA Disaster Supplemental grant.
- **Agreement** – we need to identify more volunteers for grant identification and grant-writing going forward.

- **Board Meeting with a Vallejo Council Member**, Board discussed the desired outcomes of an upcoming meeting with Vallejo Council Member Gordon. It will be an opportunity to learn more about current economic development activities underway in Vallejo, as well as discuss the status of a Vallejo start-up food co-op project and look for ways we can help each other going forward.
 - **Agreement** – invite the Vallejo Council Member Gordon to a future CCFC Board meeting.

- **CCFC October Co-op Month Communications**, the Board heard an update on the October social media Co-op Month communications.
 - **Agreement** – the Communication & Marketing team will take the lead on the remaining weekly website articles and corresponding social media posts.

- **Owner Buy Back Process**, the Board discussed formally documenting the process for responding to CCFC owners' requests for a buy back of their Owner share.
 - **Agreement** – the Board requested further details for the draft process documentation. A revised process document will be reviewed at an upcoming Board meeting.

- **Former Board Member Exit Interview**, as part of our efforts to continually improve, a former Board Member exit interview results were shared at the Board meeting.
 - **Agreement** – the Board valued the feedback that was provided and decided to use the improvement suggestions as inputs into our 2026 planning.

- **Board Self-Evaluation**, earlier this year the Board agreed to conduct a Board Self-Evaluation. A week before the October Board meeting, Board members submitted responses to seven questions about the Board to the discussion facilitator, Keira Williams (one of our CCFC owners). During the discussion, the Facilitator shared a summary of the questionnaire results and worked with the Board to identify areas of highest performance, as well as areas for improvement. Each Board member also shared what they could personally do to strengthen their effectiveness as a Board member.
 - **Agreement** – the Board found the Self-Evaluation discussion very helpful. The findings will be reviewed as the 2026 Board calendar and agendas are worked.
 - **Agreement** - the Board wants to conduct a self-evaluation annually.

- **Board SWOT (Strengths, Weaknesses, Opportunities & Threats) Analysis**, the Board working with a discussion facilitator (one of our CCFC owners) used the SWOT tool to analyze both internal and external factors impacting CCFC – what’s going on inside and outside. Each member shared their thoughts and then the Board identified the highest impact items going well and also areas that might be holding us back.
 - **Agreement** – Board felt the SWOT analysis provided new insights into our organization, what is working, as well as identifying areas to address as we develop the CCFC 2026 Operational Plan.

7. Updates

- **Treasurer’s Report** – nothing new reported.
- **Calendar** – reviewed CCFC calendar.
- **Board Actions and Outcomes Sheet**, nothing new reported.
- **2025 CCFC Board Operational Plan (As of 10/7/2025)**, nothing further discussed.
- **CCFC Team Requests** – no new items identified.

8. Closing

- **Next Board Meeting Agenda Items**, identified agenda topics for November 12th Board meeting, as well as added topics to the remaining 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: 1:00

Next Board Meeting: November 12, 2025 at 10:30 AM, Benicia Chamber of Commerce

Minutes submitted by: Taryn Shawstad

Date: October 14, 2025

Revised: November 10, 2025 (based on Board Feedback)

Approved by Board: November 12, 2025