

CCFC Board Meeting Minutes

Date: November 12, 2025

Time: 10:30 AM -12:30 PM

Location: Benicia Chamber of Commerce

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

Owner attendees: Steve Hahn-Smith, Mike Klug

1. Call to Order

10:30 AM Meeting was called to order by Paula Schnese.

2. Roll Call

- All Board members in attendance.

3. **Agenda Approved**, after the 2026 Site Search Team Operational Plan topic was moved to the December 10 Board meeting.

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

5. Approved October 8, 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

- **Welcome to New Board Member and also a CCFC Owner**, Steve Hahn-Smith was recently elected to the Board and will begin his term January 1, 2026. He attended today's meeting to learn more about our current activities. Mike Klug also joined the meeting to understand more about the Board.
- **2025 Communication and Marketing Team Operational Plan**, at our August Board meeting the team's Charter and initial Operational Plan were approved. Since then, additional work to clarify team roles and finalize deliverables/due dates for the remainder of the year has been completed.
 - **Agreement** – the Board approved the revised team Operational Plan.
 - **Agreement** – building the awareness and knowledge of CCFC in the community continues to be critical for our success. The team needs additional volunteers to assist with our social media and ongoing communications with owners and the community.
- **Next Steps for Attracting and Assigning Volunteers**, best practice for a start-up food co-op indicates you need at least 35-45 dedicated volunteers to achieve store opening. Currently CCFC has ~15 active volunteers, including the Board. The Board briefly reviewed some potential ideas that had been generated earlier with the Outreach Team to increase our number of volunteers.

- **Agreement** – the list of ideas will be used as input into our goal of increasing volunteerism as part of our 2026 CCFC Operational Plan development.
- **Davis Food Co-op Discussion**, the Board heard that Davis Food Co-op is exploring possible revenue growth opportunities over the next 4-5 years. Davis Food Co-op had reached out to the CCFC President to learn more about our current progress and to begin a discussion on ways we can work together. Davis Food Co-op is also talking with other food co-ops to better understand options to continue to progress the co-op movement.
 - **Agreement** – in early 2026 the CCFC Board will set up a meeting with Davis Food Co-op to discuss further collaborative ideas.
- **Solano Local Food System Alliance (LFSA)**, CCFC has a seat on the monthly LFSA Steering Committee. The Alliance’s mission is to create an environmentally regenerative, economically viable and socially just and equitable local food system in Solano County.

The Board heard an update about a recent meeting that the LFSA attended with the county concerning the Sustainable Agricultural Lands Conservation (SALC) grant. Solano County received a SALC grant, which is a state program that helps protect agricultural land from development. This \$500,000 grant is funding the county’s Strategic Initiative for Agriculture to create a comprehensive economic development plan for the future of its agriculture. It comes at a good time as the county is revising its General Plan in 2028. Partnering with local organizations and stakeholders to ensure local control and vision in this planning process, the LFSA (and thus CCFC) has a seat at the table.

- **Agreement** – the Board appreciated hearing an update on LFSA and look forward to hearing about future plans. Their work fits well with the CCFC goal of supporting locally grown food.
- **CCFC Legal Advice Provider**, establishing an ongoing relationship with a lawyer with California co-op expertise is an important next step. The Board reviewed potential resources that other food co-ops use.
 - **Agreement** – a formal search process for a lawyer should be conducted and a proposal brought to a future Board meeting.
- **Data Privacy**, a question had been raised about our practice of announcing new CCFC owners on social media. The announcement is intended to recognize new owners and highlight that the co-op is growing. The Board wanted to discuss the best ways to share our co-op’s news but still be sensitive to an individual’s desire for privacy.
 - **Agreement** – as new owners join the co-op; we will include an option to opt-out of being part of our social media communications.

- **Agreement** – also agreed that we needed to develop a formal data privacy policy in 2026.
- **U.S. Economic Development Administration (EDA) Disaster Supplemental Notice of Funding Opportunity (NOFO) Timeline**, after discussions with one of the EDA fund advisors CCFC was encouraged to pull together the economic data to determine if we meet the grant requirements. The Board reviewed the proposed timeline for gathering the data before the end of this year and the work needed into 2026.
 - **Agreement** – the Board supports completing the initial work to determine our eligibility for the grant.
- **Actions from Board Effectiveness Review**, the Board conducted a self-evaluation at the October Board meeting. The discussion facilitator, Keira Williams, summarized the meeting results and sent it to the Board for further discussion.
 - **Agreement** – the Board agreed with the five identified strategies to strengthen our effectiveness.
 - **Agreement** – need to continue to define clear roles and responsibilities between the Board and teams.
 - **Agreement** – share the findings with new Board members and review as part of the development of the 2026 Operational Plan.

7. Updates

- **Treasurer's Report** – reviewed the end of year CCFC bank balances by year from 2017 to now.
- **Calendar** – reviewed CCFC calendar and discussed potential December dates for a Deep Dive meeting to develop the 2026 CCFC Operational Plan.
- **Board Actions and Outcomes Sheet**, nothing new reported.
- **2025 CCFC Board Operational Plan (As of 11/6/2025)**, nothing further discussed.
- **CCFC Team Requests** – no new items identified.

8. Closing

- **Next Board Meeting Agenda Items**, identified agenda topics for the December 10, 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: December 10, 2025 at 10:30 AM, Benicia Chamber of Commerce

Minutes submitted by: Taryn Shawstad

Date: November 19, 2025

Revised: December 3, 2025 (based on Board Feedback)

Approved: December 10, 2025