

Minutes, New Leaf Market Board of Directors Meeting, December 1, 2008
New Leaf Market Meeting Room, 1235 Apalachee Pkwy, Tallahassee, FL 32301

SUMMARY

Meeting Decisions/Assignments

- The board approved minutes from October 27, 2008 with no corrections.
- There is a Staff Party on December 14 at the American Legion Hall
- Sales are going up!
- **IV-B Staff Treatment and Activities** was approved.
- Candice will send Heidi the electronic BOD policy manual hyperlink repair.
Candice will resend the corrected document to BOD members.
 - Candice will inquire about the fee levels and different package options for CDS renewal.
 - Larrane will send out the new BOD calendar.
 - Maria would be call Cristin to set up a meeting after the grand re-opening
 - Larrane will help Joshua organize a meeting with the management team after the grand re-opening.
 - Joshua has the organizational-flow-chart document as a jpeg and will send it out through email. Larrane's design team will work on the image before general release.
 - Larrane will email a copy of the sample survey to Jennifer and Madelon.
 - Joshua and Ashley will post minutes on the communication board in the entrance foyer until the board in the exit foyer is installed.
 - Larrane will make a 'board of director's minutes' sign so that the minutes are not inadvertently removed.

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Call to Order: @6:35 by Heidi Fox, BOD Facilitator

Present; Candice Parker, Vice President; Jim Terrell, Director; Larrane Hartridge, General Manager; Maria Cobian, Director; Joshua Youngblood, Corporate Secretary/Treasurer, Madelon Horwich, Director; Jeannette Reed, Director; Jennifer Agabiti-Hall, Director; Heidi Fox, BOD Facilitator; Ashley Arrington, Recording Secretary.

Absent: June Wiaz, Director; Chuck Hungerford, President;

Introductions: All in attendance gave brief introductions.

Owners Forum: None

Agenda Review: See Attachment

Minutes Approval:

- The board approved minutes from October 27, 2008 with no corrections.

President's Report: See Attachment

- None

General Manager Report: See Attachment

- Sales are going up!
- There is a Staff Party on December 14 at the American Legion Hall. Look for your email e-vite.
- Expansion Update
 - We still have a roof leak across from the meat case. Talcor is taking care of the problem. The flashing should be done by the end of the week and then the parking will be fixed. The next projects are flashing the outside of the building, the parking lot, painting, and outdoor signage.

Board Decisions:

- **Board Policy Governance Reports**
 - **II-F Committee Prin. And Respon.** – This report will be approved at the January meeting
 - **II-H BOD Development and Continuation** – This report will be approved at the January meeting
 - **GM Policy Governance Reports:**
 - **IV-B Staff Treatment and Activities**
 - This report was sent to all BOD members via email.

- Larrane Hartridge's report dated December 1, 2008 asserted 'in compliance'.
 - Madelon found one needed correction: In Appendix 2: appeals process, 'get' should be 'not'. Larrane will make the correction.
 - Approved
- **PG Policy Updates:**
 - **Electronic copies**
 - Candice sent out electronic copies of the policy manual to all BOD members.
 - Candice will send Heidi the document for hyperlink repair. Candice will resend the corrected document to BOD members.
 - Any time a change is made to the policy manual Candice will send out a new electronic document to all BOD members including a new 'date revised'.
- **CDS Renewal**
 - Chuck sent out information about CDS to all BOD members. He would like approval from the board to renew their membership.
 - Madelon asked whether the board actually uses all of the resources provided and if their might be a smaller, less expensive package.
 - Candice will inquire about the fee levels and different package options.

Board Discussions:

- **Committee Work Plans**
 - Committee Chair's need to send Chuck their work plans if they have not already done so.
 - Jim cannot submit his work plan until there is a date set for the annual meeting.
 - Larrane will send out the new BOD calendar.
 - Maria asked whether the community outreach committee could meet with Jean and Cristin in order to find out what is already being done within the community.
 - Larrane told Cristin that Maria would be calling her after the grand re-opening when thing calm down to discuss community outreach.
 - Joshua suggested having a BOD/Management meeting so the BOD could learn more about what is already being done.
 - Larrane will help Joshua organize a meeting after the grand re-opening.
 - Jeannette asked about creating a flier that explains the sequence of owners, BOD, employees, etc.
 - Joshua has the document as a jpeg and will send it out through email. Larrane's design team will work on the image before release.
 - Madelon asked about June's request, on behalf of the owner communications committee, to have a shopper survey.

- Larrane is planning to conduct a survey after the grand re-opening. Larrane gave June a sample so that she could see what it involves and what we get for the cost. She will email another copy to Jennifer and Madelon.
 - The owner communications committee will also contact Larrane to plan an owner drive.
- **Posting Minutes**
 - **Joshua asked Larrane when and where the Board can post the minutes.**
 - There is a plan for a bulletin board to be placed in the exit foyer. Until then Joshua and Ashley will post minutes on the communication board in the entrance foyer.
 - Larrane will make a ‘board of director’s minutes’ sign so that the minutes are not inadvertently removed.

Upcoming/Current Issues:

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Review Meeting Decisions/Assignments:

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Calendar/Monitoring Schedule:

- **January 12, 2009 – Next BOD Meeting**

January 12, 2009 Agenda items:

- **II-A Governing – Jennifer**
- **III-C Delegation to GM – Jim**
- **IV-H Comp and Benefits - Larrane**
- **IV-C Financial Cond. and Activities – Larrane**
- **II-F Committee Prin. And Respon**
- **II-H BOD Development and Continuation**
- **CDS proposal**

Meeting Evaluation: All participants were given an opportunity to evaluate the meeting.

Adjournment: Meeting was adjourned at 7:20 pm

Respectfully Submitted,

Ashley Arrington, Recording Secretary

Approved by Board of Directors on _____ as witnessed by,

Chuck Hungerford, President

Joshua Youngblood, Corporate Secretary/Treasurer