

**Minutes, New Leaf Market Board of Directors Meeting, Jan 25, 2010**  
New Leaf Market Meeting Room, 1235 Apalachee Pkwy, Tallahassee, FL 32301

**SUMMARY**

**Meeting Decisions/Assignments**

- Joshua will send out a summary of the meeting with Malini Ram.
- Chuck will continue to check the board inbox for another month.
- Board members will think about what they would you like to accomplish that would fit into the board budget.
- The board approved minutes from December 7, 2009 with no corrections.
- The Lafayette Corridor meeting is on Thursday at 6:30. Larrane will forward the information to June.
- There were 33 new owners in December and 71 new owners in January.
- Joshua will create a list of committee assignments for board members
- The following reports were approved:
  - **II-A Governing**
  - **III-C Delegation to GM**
  - **IV-H Compensation and Benefits**
  - **IV-C Financial Conditions and Activities**
- Larrane will create a plan for GM compensation and present it to the board for approval during a closed session.
- Heidi will send a picture and a bio to June for the board website.
- Jennifer will send a picture to June.
- June and Dave will write an article about the board retreat for the newsletter.
- Joshua will write the newsletter's president report
- There will be information in the newsletter about the two scholarship programs offered by NLM.
- A new hard copy of the policy manual will be presented to each board member in September after the annual meeting and after new board members are seated.

New Leaf Market Meeting Room, 1235 Apalachee Pkwy, Tallahassee, FL 32301

**Call to Order:** @ 6:34 by Heidi Fox, BOD Facilitator

**Present:** Joshua Youngblood, President; Jim Terrell, Vice President; Chuck Hungerford, Director; Maria Cobian, Director; June Wiaz, Director; Madelon Horwich, Director; Jennifer Agabiti-Hall, Director; Dave Watson, Director; Larrane Hartridge, General Manager; Jeannette Reed, Director; Heidi Fox, BOD Facilitator; Ashley Arrington, Recording Secretary.

**Absent:** None

**Introductions:** All in attendance gave brief introductions.

**Owners Forum:** Member Owner Don Kelly attended the meeting with the comment “I think New Leaf Market is Wonderful”.

**Agenda Review:**

- Add – hard copy of policy manual – Jim
- Joshua sent out a new agenda with dates corrected

**Minutes Approval:** The board approved minutes from December 7, 2009 with no corrections.

**President’s Report: See Attachment**

- We had a great retreat. It was very efficient and we got a lot accomplished. It helped me with clarity to see what exactly we needed to do for the upcoming year.
- Joshua will create a list of committee assignments.
- Joshua is meeting with Malini Ram who is working to form a Farming Cooperative. A lot of her questions are of a management nature, so he has passed them along.
- The Lafayette Corridor meeting is on Thursday at 6:30. Larrane will forward the information to June. They have plans for the area behind NLM.

**General Manager Report – Larrane**

- Sales are up 8% over last January.
- There were 33 new owners in December and 71 new owners in January.
- C.E Pugh and PJ Hoffman, who helped with the floor plan and design, met with Larrane and Cristin and were very impressed at how the store turned out after the expansion project.
- We are adding a floral department next week toward the front of the store. They are all from sustainable and local suppliers when available.
- Larrane will be out of town next week to give a presentation for NCGA. According to the NCGA we are top 8 in the co-ops in the country.

**Board Decisions:**

- **Board Policy Governance Reports:**
  - **II-A Governing – Jennifer Agabiti-Hall**
    - Jennifer sent out the report to all BOD members via email.

- Jennifer Agabiti-Hall’s report dated January 25, 2010 asserted ‘in compliance’
    - Jennifer sent out a new revised copy at 3pm this afternoon. There were two changes made.
    - Madelon: what does the word ‘singular’ mean??
      - The word ‘Singular’ is used to mean ‘unique’ and implies that there is one set of policies.
    - *Approved*
  - **III-C Delegation to GM – Jim Terrell**
    - Jim sent the report to all BOD members via email.
    - Jim Terrell’s report dated January 25, 2010 asserted ‘in compliance’.
    - *Approved*
- **GM Policy Governance Reports**
  - **IV-H Compensation and Benefits – Larrane Hartridge**
    - Larrane sent the report to all BOD members via email.
    - Larrane Hartridge’s report dated January 25, 2010 asserted ‘in compliance’
    - *Approved*
  - **IV-C Financial Conditions and Activities**
    - Larrane sent the report to all BOD members via email.
    - Larrane Hartridge’s report dated January 25, 2010 asserted ‘in compliance’
    - *Approved*

**Board Discussions:**

- **Annual Planning/Calendar**
  - Joshua Removed Community Outreach and Inserted PG Revision
  - All monitoring reports are assigned to board members.
  - The calendar is always revisable.
- **GM Compensation Criteria**
  - The board has created a new and more objective method of determining GM compensation.
  - Larrane will create a plan and present it to the board for approval during a closed session.
  - Larrane suggested removing items 4 and 5 from the sample criteria proposal.
- **Web site/Communications Activity**
  - Heidi needs to send a picture and a bio to June for the board website.
  - Jennifer needs to send a picture to June.
  - June and Dave will write an article about the board retreat
  - Joshua will write the president’s report
  - There will be information in the newsletter about the two scholarship programs offered by NLM.
- **Board Inbox**
  - Chuck is regularly checking the board email inbox.
  - There were test messages sent by Maria.

- There were a couple of requests for fresh produce and Chuck communicated that if a certain produce item was not available is because it had not been delivered yet, or it was unavailable at the time.
- **101 Training**
  - Jeannette attended the CBLD 101 training.
  - Jeannette learned a lot and was extremely proud to be representing NLM.
- **Policy Manual Hard Copy-Jim**
  - Jim would like a hard copy of the policies and by-laws to be handed out at least once a year that includes all revisions.
  - The new hard copy would be handed out in September after the annual meeting and after new board members are seated.
  - Approved
  - Joshua will add to calendar.

#### **Upcoming/Current Issues:**

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#### **Review Meeting Decisions/Assignments:**

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#### **Calendar/Monitoring Schedule:**

- **Next meeting: February 22**
- **IV-G GM Succession - Larrane**

#### **February 22, 2010 Agenda Items:**

- **Budget discussion**

- **Candidate suggestions and recruitment – Dave**
- **Retreat report discussion**
- **Committees**
- **Closed session – GM Compensation criteria**

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

**Adjournment:** Meeting was adjourned at 7:30pm

**Closed Session**

Respectfully Submitted,

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Ashley Arrington, Recording Secretary

Approved by Board of Directors on \_\_\_\_\_ as witnessed by,

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Joshua Youngblood, President

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Madelon Horwich, Corporate Secretary