



**August 9th Agenda & Minutes  
Board of Directors Meeting**

Zoom Link: <https://us02web.zoom.us/j/6259291254?pwd=M3dOalhYdFZkZ3BBZ2pFL045ZXlnUT09>

Referenced Resources

Board Members Present: Cedric Harrison, Scott Whisnant, Joe Finley, Jordyn Appel-Hughes, Keith Rhodes, Frankie Roberts

Board Members Absent: Genna Wirth, Evelyn Adgar, Lauren Hurley

Staff Present: Cierra Washington, Evan Folds

Community Members:

Call to Order: 10:06 by Cedric Harrison on August 9th, 2021

Reading and Approval of Minutes: Minutes of the July 12th, 202 BOD meeting accepted as previously published and posted and approved by unanimous consent

Quorum: 5 of 9 board members

**Orders of Business**

Checkin's:

- I. Cierra - Soft launch at Frankie's Farmers Market was a success! Headed home for the weekend to the
- II. Evan - Recharged after time with family and the success of the farmers market
- III. Jordyn - So happy after seeing the synergy and community presence at the farmers market
- IV. Scott - Best watermelon in his life from the farmers market!
- V. Joe Finley - Looking forward to the farmers market on 8/21. Back in town after traveling for the summer
- VI. Keith - Blown away by the progress at the farmers market, the energy that was present
- VII. Marshall - Loved to seeing all of the diverse veg and products at the farmers markets
- VIII. Cedric - Keeping fingers crossed that can still have 8/21 markets forward with the covid increases

New Business:

**I. Staff Report:**

A. New Non-Profit

1. Funds sent, attorney preparing paperwork: Check sent, once received via mail should be a quick turnaround
  - a) Nine month timeline for full turnaround to fully operational non-profit
2. Meeting with Lela Klein week of 8/16
  - a) When does the NNP start?
  - b) How to approach NNP and NFC collaborative posture?
    - (1) Facilitation of parceling out funds between NNP and NFC
3. Name/tagline/mission/strategy proposal
  - a) Name = ACRE (Agricultural Cooperative Regenerative Excellence)
  - b) Tagline = Growing Resilience <transition from NFC to NNP>

- c) Mission = Championing regenerative projects and cooperative business through a lens of agriculture and food sovereignty.
    - d) Strategy = Cast a broad net to use food, farming, and health to raise all ships.
  - 4. **Board deliberation to approve name/tagline/mission/strategy for NNP**
    - a) Scope of NNP focus is on NFC with pilot programs like Food Not Lawn on Northside and on the store
    - b) After store and pilot launches + successes, will allow for opportunities for other communities to engage and participate in programs
    - c) Reference Mandala Grocery Store's model/timeline for their store, nonprofit(s)
- B. Funding
- 1. Grants applied for:
    - a) [Start the Wave](#) = \$15,000 for videography
    - b) [Quadratex Energize the Environment Grant](#) = \$3,500 for Shipping Container Farm
    - c) [Cape Fear Memorial Fund](#) = \$75,000 for general operating funds, awarded 10/15
    - d) [Workers Lab - Innovation Fund](#) = \$150,000 for Make-A-Meal, awarded in October
  - 2. Next grants:
    - a) Z Smith Reynolds in Fall
    - b) [Healthy Food Financing Initiative](#) (hopefully) in Fall
  - 3. City of Wilmington
    - a) Tony McEwan asked for funding request up to \$200k from ARP funds
    - b) Ideation document for feedback on short term needs
  - 4. New Hanover County
    - a) Donna Fayko is processing Vision Plan for meeting with Chris Coudriet
    - b) Invited to submit request for NHC ARP funds, see [HERE](#)
- C. Full-Service Grocery Store
- 1. No update on pending sale of 1002 Princess St, still due diligence and no contact with buyer <no current plans for building use>
  - 2. Waiting on conversation with potential buyer of 1002 Princess before engaging the pro forma relationship with Columinate
  - 3. Box store interest
    - a) Inquiry from Lowes Foods, unclear on whether to build or support currently grocery store efforts
    - b) Food Lion has additionally taken an interest, potential partner for support <product, supplies, equipment, etc.>
- D. Frankie's Make-A-Meal Pilot Worker Co-op
- 1. Strategic Planning done on 7/23: Building functionality into soft launch to ensure program success
  - 2. \$90K Innovation Lab grant submitted
  - 3. Make-A-Meal kits under development
- E. Frankie's Outdoor Market
- 1. Soft launch was on Saturday 8/7
    - a) Community members arrived ~11-12, majority of these folks were at the store
    - b) Once POS, EBT in place will hopefully assist with driving more folks to vendors
  - 2. Weekly Saturday market planned to start 8/21 -- inviting board to attend
    - a) Reach out to Big B able to DJ
  - 3. POS system being established - setting up and signing for Clover device

- a) **Need board member to take ownership of POS system** <extensive process, includes credit check>
4. Plan to have EBT established by Market opening 8/21
5. Have not signed lease - lot is not owned by Frankie, owned by Jim McFarland
  - a) Jim said it's a non issue, but trying to sell the land as part of Coca-Cola parcel
  - b) Frankie checking in on the parcel details; no new updates
6. Cierra & Evan have a check in meeting with Novant Leadership on Wednesday at 11am
  - a) Jerome Williams, Cameron N., Teresa H., Tamra Smith via Zoom
  - b) Regular meeting in place
7. Master Blend Farms: Provided free meat samples, Parish family bought out remainder to be sold in building on pay what you can model to folks
  - a) **If selling meat, need a USDA meat handlers license;**  
[How to Become a Meat and Poultry Handler](#)
  - b) Melanie Pollard, Food Compliance Officer, NC Dept. of Agriculture & Consumer Services, Meat & Poultry Division: [melanie.pollard@ncagr.gov](mailto:melanie.pollard@ncagr.gov) , 919-353-0616 (C), 919-707-318-(O)
  - c) Alicia Pickett, NHC Dept. of Public Health, Environment Health Services - Food Safety, 910-798-6579
8. Reach out to Wilmington Compost Company to inquire on ability to donate mulch or crush to the lot to assist with sogginess in the back lot <Alex Brown or Jordyn>
9. Adding vendor description + application to the NFC website
10. IF there is another shutdown - consider implementing delivery service; work with Local Motive, ILM Farmers Market on implementing safeguards at markets
  - a) Extending MM w/NFC work through Outdoor Market and NFC grocery + Food Bank food store

## Frankie's Farmers Market Project Status Update



### Confirmed Vendors

- Giddy Goodies (Jelly)
- Freedom Dreams Farm
- Willowdale Urban Farm
- Masterblend Family Farms
- Rebecca's Charcuterie
- RHA
- Cake Man's Bakes
- GO Chale

### Still Seeking

- 2-3 black farmers connected through Facebook
- Seafood Vendor
- Poultry Vendor
- Beef Vendor

### Project Highlights (since last mtg):

- Successfully hosted soft launch event
- Purchased insurance from Sheally Ins.
- Developed relationship with new vendors

### Training/Development

- Received brief EBT training from Wilmington Farmers Market
- Still need POS training

### Project Risks:

- Need to sign for and purchase POS system to accept EBT
- Grassroots advertising to surrounding community
- Are we reaching the community who needs us most?

### Decision/Requests:

- BOD member to complete POS paperwork
- Sourcing an outdoor speaker
- BOD to attend grand opening

1. Create job posting w/application and share out/post for 7-14 days to provide equal opportunity for hiring
  - a) Make social media post + share on NFC website
  - b) Create guidance in structures for job postings/recruitments going forward
2. LeShonda Teague: In the process of completing application

G. Ownership Report

NEW MEMBERSHIPS ** 12.1.21 thru 7.31.21									
	Dec 20'	Jan 21'	Feb 21'	Mar 21'	Apr 21'	May 21'	Jun 21'	July 21'	Cumulative Total
Community-Owners	159	41	34	23	45	49	20	53	424
Northside Specific Owners (28401 & 28402)	57	5	8	2	20	19	3	17	131
Other Zip Codes	103	36	26	21	25	30	17	36	294
Pay it Forward Placed	8	-	-	8	5	3	1	10	35
Owners within 1 Mile Radius (estimated)							107		28.84%
Owners within 2 Mile Radius (estimated)							154		41.5%

II. President's Report:

- I. NFC safety and security protocols and structure
  - A. Store, farmers market
  - B. Technology: cameras, motion sensors and lights, alarm code for entering/exit
    1. Frankie will put up lights and a camera system!
  - C. [De-escalation strategies and language](#); trainings and education for staff, volunteers, vendors
  - D. What is needed funding wise to support

III. Finance Committee Report:

- A. Income/Expense:
  1. Cash position: \$37,646.8 (includes aug expenses)
  2. Upcoming expenses to pay-out in August:
    - a) \$ 9,085
  3. Guaranteed revenue to hit the bank in August:
    - a) All income received has been transferred to the bank and reflected in the current cash position. No guaranteed upcoming revenue
- B. Summary of new ownerships
  1. Owners: 424
  2. PIF unmatched: 67 available double check the database- database says 68, but I don't think that accounts for one of Paige Blair's 5 PIF going to Sheran Shorter
- C. Progress on paid bookkeeper

1. Conversation initiated, meeting on August 18
- D. Preferred share structure and strategy (Evan): Process for establishing preferred shares for sale based on updates from Richard Crow
  1. Review [Consent of Directors - Adopting Amended and Restated Bylaws](#) and [Consent of Directors - Amendment of Articles of Incorporation](#)
  2. Board members vote on endorsing articles amendment
    - a) Call special meeting of owners (ballot submission - paper/actual signature); Need 25% owner vote on approving on articles amendment for preferred shares
    - b) Send out ballots via mail ahead of time, and then continue ballot collection at special meeting
  3. Signed, sent and approved by Richard, then BOD can sign into full effect
  4. Articles do not always need to be brought to special owner meeting for amending articles for preferred shares; just this time
  5. **Vote on staff spending policy**

#### IV. Marketing & Community Engagement Committee Report:

- A. Next community meeting: August 19th from 6-7pm @ Boy and Girls Club Community Boys & Girls Club (901 Nixon St, Wilmington, NC 28401) in the game room (food in the cafeteria): Presenting skeleton budget + community desires for store -- zoning in on the store
- B. Recap Hi-Wire Pint Night on July 29th
  1. In-person donations: WBB donated \$1,000!!
  2. Pint sales: ~\$200
  3. Pint nights create more opportunities for organic conversations and connections
- C. August Events:



#### V. Enterprise Committee Report:

- A. Recap Strategic planning
  1. Bridge loan for Make-a-Meal will allow for program success + support

#### VI. Governance | Policy Committee Report:

- A. Onboarding process for new committee members ([bylaw amendment](#))
  1. New Committee sign up is accomplished [HERE](#)
  2. Notification email sent to [nothsidefoodcoop@gmail.com](mailto:nothsidefoodcoop@gmail.com)

3. Staff will assign the email for the new Committee member to the NFC calendar so they have a monthly meeting calendar invite
4. Staff will forward the new sign up in an email with the two attached documents ([Committee Principles](#) and [Engagement Letter](#)) as a reminder and let Committee Chair know if the new Committee member has become an Owner or not
5. Committee Chair will email new Committee member and welcome them to the next monthly meeting
6. **Create social media post to share committee opportunities**
- B. **Vote on amending committee principles document, specifically item #6, so that committee members can serve as committee chair**
  1. **Joe Finley brings motion forward to vote on amending committee principles document, specifically item #6, so that committee members can serve as committee chair, Scott Whistnant seconds, approved by 5/9 board members, 0 nays**

#### Action Steps:

- I. Determine meeting location going forward: virtual, in-person, hybrid
- II. Create social media post to share committee opportunities
- III. double check ownership database- database says 68, but I don't think that accounts for one of Paige Blair's 5 PIF going to Sheran Shorter -- Begin matching PIF ownerships to community members
- IV. Frankie will put up lights and a camera system at building!
- V. Need board member to take ownership of POS system
- VI. Look into/apply for Meat Handlers License
- VII. Board deliberation to approve name/tagline/mission/strategy for NNP
- VIII. Review Front St Produce Markets logo compared to Outdoor Market logo
- IX. **Joe Finley brings motion forward to vote on amending committee principles document, specifically item #6, so that committee members can serve as committee chair, Scott Whistnant seconds, approved by 5/9 board members, 0 nays**

#### Next Steps & Proposed Agenda Items for Next Meeting:

I.

Meeting was adjourned at 11:47 by Cedric Harrison.

The next Board of Directors hybrid meeting will take place on **Monday, September 13th, 2021** from **10am-noon** with options for **in-person at the Voyage Hemenway Center (507 McRae St)** and **via Zoom:**

<https://us02web.zoom.us/j/6259291254?pwd=M3dQalhYdFZkZ3BBZ2pFL045ZXlnUT09>