

THREE RIVERS MARKET

BOARD OF DIRECTORS' MEETING

November 13, 2025

6:32 PM – 9:01 PM

St. James Episcopal Church, Knoxville, TN 37917

MINUTES

Board Members in Attendance

Kimberly Lomonaco, Vice Chair

Mary French (via Zoom)

Jacqueline O. Kittrell

Caitlin Seidler, Chair

Fred Stephens

Brian D. Williams, Treasurer

Board Members Absent

Additional Attendees

Fadi Aboush, General Manager

Chloe Airoidi-Waters

Michelle Belcher

Johnathan Blevins

Chris Branum

Donna Aisha Brown

George Butler

Kim Davis

Vandygale Deen

Kristen Faerber

Nikki Gray

Mak Harmon

Brett Johnson

Natalie Kurylo

John Ledbetter

Anna Liddy

Rory Longmire

Tory Mills

Jasper Ridley

Jeff Scheafnock

Luke Schloemer

Isabella Schwimmer

Audrey Smith

Molly Starnes

Steve Todd

Andrea Thurman

Eunice Turner

Larry Vaughn

Morgan Wilson

Kristen Yartz, Cooperative Relations

Administrator

Damian Zannini

PRELIMINARIES

Call to Order: 6:32 PM

Action Items reviewed

Meeting Preparation – 1 minute of silence

Roll Call with statement of preparation

MEMBER FORUM

Kristen Faerber

John Ledbetter

Natalie Kurylo

AGENDA REVIEW/REVISION

Motion to approve Agenda: Brian D. Williams, seconded: Fred Stephens; motion carried unanimously.

CONSENT AGENDA

October 2025 Board Meeting Minutes; revision to Policy D5, Committee Principles; Report submitted for policy C4, General Manager Evaluation of Performance; Policy Monitoring Report for #D6, Governance Process – Annual Agenda Planning

Motion to approve Consent Agenda: Brian D. Williams, seconded: Fred Stephens; motion carried unanimously.

GENERAL MANAGER REPORT

Growth of Ownership – October

New Members – 32

Owner Paid in Equity – \$3,175

Sales Growth – October

Total Net Sales - \$729,608

-1.8% or -\$13,442 decrease compared to the previous year

Customer Count – 22,692

Average Basket Sale - \$31.76

Average Basket Size - 5.8 Items

Member and Staff Discounts – October

Staff Discounts - \$5,824

Additional Discounts – October

CX Discount - \$390

Other Discounts - \$1,152

Nourishing Change and Other Donations for October

Nourishing Change – Knox County Community Gardens & Growers Alliance - \$5,168

St. James – Water and Apples - \$180

Battlefield Farms – Advertising Spot and Table - \$2,500

Knoxville Community Media - \$300

UUNIK Academy - \$212

Real Good Food Foundation - \$716

Mead Montessori PTO - \$200

Employee Recognition - \$50

Knox County Soil and Water Conservation - \$200

OPERATIONAL UPDATES

Staffing

One hire in the Deli dedicated to the Panini Station – Extending this service through the weekend as well, until 3 pm.

Stock/Supply Chain issues

UNFI – Ordered not received issues continue.

General Repairs and Maintenance

Painting of Interior walls – Bathrooms, hallway, dining room, and exposed cinder blocks.

New Bakery case.

New Parmigiano Reggiano table.

Operations

- Work continues on the new TRM website.
- SMG – Customer Experience Survey – October 2025
- Brett Johnson and Chris Branum are heading the costing and pricing project in the Deli department. Focusing on the cost of ingredients in sandwiches and salads, including the labor cost as well, to prepare each item. From here, they will adjust Margins.

NOTE: The GM report presents provisional financials. The accountant will finalize the financial statements and submit them to the Board for review upon completion. During the yearly audit/review, the auditors may propose adjustments, which will be reflected in the final statements as approved. The final financial statements will be prepared in accordance with applicable accounting standards and will align with, or reconcile to, the amounts reported on the tax return.

STAFF INVOLVEMENT IN GOVERNANCE PROPOSAL

Luke Schloemer responded to Board's memo to staff regarding next steps

STUDY AND ENGAGEMENT

Executive Committee and Committee Chair Appointments

Motion to appoint Jacqueline O. Kittrell as Election Committee Chair; Fred Stephens as Secretary and Brian D. Williams as Owner Engagement Committee Chair: Kimberly Lomonaco, seconded: Mary French; motion carried unanimously.

Procedures Manual

Motion to approve the Board Procedures Manual as submitted: Brian D. Williams, seconded: Jacqueline O. Kittrell; motion carried unanimously.

Annual Meeting Planning

Board News Assignments

Action Item Review

Executive Session

Adjourn

Motion to adjourn: Brian D. Williams, seconded: Kimberly Lomonaco; motion carried unanimously.

Certified: , Chair
December 11, 2025