

**Spiral Natural Foods**  
**Board of Directors Meeting Minutes**  
**July 1, 2019 at 6:30pm**

**Location of Meeting:** At home of Carol Morgan

**Attendees:** Lynn Gannon, Renee Thompson, Carol Morgan, Sue Taylor and Erin Hood. Teleconferenced meeting; Nikki Milton, Alex Mohrbacher and Tammy McGinn (until 7:21pm then in person at meeting).

**ADMINISTRATION** **6:44 pm**

- **Call to Order** Lynn motioned to call meeting to order; 2<sup>nd</sup> by Carol. Motion voted on; passed

**BOARD DECISIONS**

- **Consent Agenda** **6:45 pm**
  - July 2019 Meeting Agenda
  - June 2019 Meeting Minutes
  - June 2019 Executive Meeting Minutes part 1 and part 2Lynn motioned to approve consent agenda with change. 2<sup>nd</sup> by Sue. Motion voted on; passed
- **Board Activities**
  - Rivertown Days Parade on July 21<sup>st</sup> at noon. Tammy, Sue, and Lynn can attend.
  - Meeting with CDS Consultant & NCG on July 29<sup>th</sup> from 6:30-8:30pm at Lynn's or another location.

**GM BUSINESS** **6:47 pm**

- **Store Report** **Matt**
  - Sales were up not nearly as much 2.5% increase. 4% for quarter.
  - Refrigerator/cooler failure on June 29<sup>th</sup>. Able to fill shelves tomorrow.
    - Service provider - compressor (2011) failed - cost to replace \$1950 & labor \$800 and lost \$3,000 in product. Service provider checked a few hours before cooler failure and they said it was fine. Service was out three times this past week for same issue. Insurance on equipment failure but Matt is certain that the claim would be deemed as 'normal wear & tear'.
  - Store Staffing:
    - Andrew is settled in his position. He attended Convergence.
    - Hired new clerk named Matt.
  - Customer Appreciation Day showed \$6,000 in sales
- **Policy Report - B2 (Planning & Budgeting)**
  - Vote to move B2 report to a teleconference on July 15<sup>th</sup>Lynn motioned to allow GM report to Board on B2 to be moved to July 15<sup>th</sup> via teleconference. 2<sup>nd</sup> by Renee. Motion voted on; passed.
- **Q & A** - none

**BOARD BUSINESS** **7:07pm**

- **Board Discussion - Global Ends policy board member suggestion**
  - Lynn reported suggestions on DropBox. Board members review and email comments to all board members. Each board member should attempt their own interpretation.
- **Policy Monitoring - C6**
  - C6.2 - Alex' role as Policy Monitor Committee will be delegated at end of his term.
    - Renee will do GM report compliance tracking
  - C6.3 - Lynn will discuss the role for policies C & D
  - C6.3a, 3b & 3d - reporting compliance
  - C6.3c - President will plan for leadership perpetuation
  - C6.4 - report compliance
  - C6.5a & 5b- Treasurer will work with Matt to interpret store's financial situation and update monthly.
  - C6.5c - Research Grant opportunities and assist Matt finding more funding when necessary/
  - C6.6 - reporting compliance
  - C6.6a - committees are creating committee charters; secretary files in policy folder
  - C6.6b - secretary is posting minutes on store bulletin boardLynn motioned to adopt C6 policy. 2<sup>nd</sup> by Sue. Motion voted; passed

**Spiral Natural Foods**  
**Board of Directors Meeting Minutes**

**July 1, 2019 at 6:30pm**

- **Communications Committee** **Sue**
  - Still reviewing possible events for board members to attend.
    - Board had interest in: Spiral-to-Spiral (brewery) yoga and/or sample night
    - Erin has a connection at Spiral Brewery. She will contact to inquire about a co-Spiral event
- **Annual Meeting - October 7th**
  - Location ideas: Spiral Brewery, Fireside Social House (\$200), library, Wellness Center (\$50)
- **Board Election Position**
  - Alex is resigning in October
  - Tammy and Lynn will run again
  - Erin Hood will be a candidate
  - Sue Taylor does not plan on running for the board unless not enough applications received for open positions
  - Applications are available in store right now. Need to be in by August 15<sup>th</sup>. We need to campaign for candidates

Lynn motioned to include board terms January - December...of the third year of that term. 2<sup>nd</sup> by Sue. Motion voted; passed.

Lynn motioned to include in board application Board Transition Policy from October and December. 2<sup>nd</sup> by Nikki. Motion voted; passed.

- **Upcoming Events/Board Activities**
  - **Farmer's Market**
    - A Girl Scout Troop has volunteered to help host a table with the co-op (date: \_\_)
    - Board volunteer July dates:
      - July 6<sup>th</sup> - Lynn (?) & Erin
      - July 13<sup>th</sup> - Nikki & Renee
      - July 20<sup>th</sup> - OPEN
      - July 27<sup>th</sup> - Sue & Lynn

Lynn motioned to move into closed executive session to discuss Owner Loan Project, possible store expansion and GM contract. Meeting moved to closed executive session at 8:13pm. Motion was 2<sup>nd</sup> by Nikki. Lynn motioned to move out of closed executive session at 8:48pm. Motion was 2<sup>nd</sup> by Renee. Motion voted on; passed

**Open Discussion:** None

**Assigned Responsibilities that resulted from Board Meeting**

TASK	RESPONSIBLE PARTY	COMPLETION GOAL DATE
Communication committee - email for Farmers Market	Sue & Lynn	Ongoing thru summer
Update on B1.3	Matt	July BOD meetings

Lynn motioned to adjourn. Carol 2<sup>nd</sup>. Meeting adjourned at 9:15pm

Next meeting rescheduled for August 5<sup>th</sup>. Location TBD.