

# **Spiral Natural Foods**

## **Board of Directors Meeting Minutes**

### **April 8, 2020 at 6:15pm**

**Location of Meeting:** videoconferencing via Skype due to State of Minnesota Shelter in Place order

**Attendees:** Lynn Gannon, Renee Thompson, Tammy McGinn, Nikki Milton, Annie Zastera, Jenni Garlough and Matt Malecha. Tammy McGinn joined meeting at 6:22pm. Nikki Milton joined meeting at 6:28pm. Potential board member Pete Maccaroni.

#### **ADMINISTRATION** **6:17 pm**

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

#### **BOARD DECISIONS**

#### • **Consent Agenda** **6:17 pm**

- April 2020 Meeting Agenda
- March 2020 Meeting Minutes
- March 2020 Executive Meeting Minutes

Annie motioned to approve consent agenda. 2<sup>nd</sup> by Renee. Motion voted on; passed

- New Spiral Board name tags will be made with new logo
- Welcome Pete Maccaroni to meeting.
- Consumer Cooperative Management Association (CCMA) June 4-6, 2020 in Sioux Falls, SD has been cancelled.

#### **GM BUSINESS** **6:19 pm**

#### • **Store Report** **Matt**

- Coronavirus Effects
  - Store is functioning well through Shelter in Place. Sales are 35% above this time last year. No increase in payroll expenses. Average sales had been \$23,000/week but current sales have been \$39,000/week
  - Store has seen a downturn in produce and deli but an increase in curbside pick-up
  - Current online shopping form is not favorable for casual shopper or the ever-changing store product availability. Matt is researching using these three online shopping programs: Mercado, ShopHero or Gravity (integrated with POS system)
  - Matt implemented \$2/hour pay increase for hazard pay for staff
  - Matt plans to apply for government assistance during COVID-19 Shelter in Place
  - Plan B if store needs to shut doors: go to only curbside or online orders. Some store staff might need to be temporarily laid off.

#### • **Policy Report**

##### ○ **B5 Policy (Consumers)**

- B5.1 – non-compliant. Plan: Reinforce our discounts on special orders with new members and work with marketing to create information and possible incentives for special orders. Special orders have been decreasing over past two years.
- B5.2 - compliant

Lynn made a motion to approve B5 report. 2<sup>nd</sup> by Tammy. Motion voted on; passed.

#### **BOARD BUSINESS** **6:39 pm**

#### • **Board Policy Monitoring**

##### ○ **C1 (Governing Style)**

- C1.1 discussion – board has time constraints and limited set directions and facilitating movement towards increasing success of the coop. We need to understand each board members limitations and set realistic expectations when developing ideas and action plans.

##### ○ **C3 (Agenda Planning)**

Lynn made a motion to approve C1 and C3 policies. 2<sup>nd</sup> by Tammy. Motion voted on; passed.

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- **Board Budget – Lynn**

- Reviewed. Questioned remaining grant money and payment to Leslie Watson for training. Also questioned the increase in board insurance. Matt stated the previous budget only included quarterly payment instead of annual cost. Missing actual data for FY2020

Lynn motioned to delay board budget approval until May 2020 for attainment of actual data for FY2020. 2<sup>nd</sup> by Annie. Motion voted on; passed

- **Nomination of Board Treasurer**

Board position is vacant due to resignation of board member. Position expectations: meeting with Matt monthly and create annual Board budget. Jenni volunteered for this position.

Lynn motioned to appoint Jenni as treasurer. 2<sup>nd</sup> by Tammy. Motion voted on; passed

- **Communications Committee** **Nikki & Jenni**

- No new updates. Board is still requested to write articles and recipes for newsletter. These items should be sent to Vicki.

- **Q & A – none**

Pete logged off from general meeting.

Lynn motioned to move into closed executive session to discuss possible store expansion. Meeting moved to closed executive session at 7:12 pm. Motion was 2<sup>nd</sup> by Jenni.

Lynn motioned to move out of closed executive session at 8:15 pm. Motion was 2<sup>nd</sup> by Jenni. Motion voted on; passed

**Open Discussion:** None

**Assigned Responsibilities that resulted from Board Meeting**

TASK	RESPONSIBLE PARTY	COMPLETION GOAL DATE
Newsletter content (see above in Communications section)	Board members	Ongoing

Lynn motioned to adjourn. 2<sup>nd</sup> by Renee. Meeting adjourned at 8:06 pm

Next meeting rescheduled for May 13<sup>th</sup> at 7pm. Location at business of Whole Health Massage in Cottage Grove