

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

**December 11, 2019 at 7:00pm**

**Location of Meeting:** At business of Little Beginnings Learning Center, Hastings

**Attendees:** Lynn Gannon, Renee Thompson, Jenni Garlough, Nikki Milton, Annie Zastera, Erin Hood, and Matt Malecha. **Absent:** Tammy McGinn, Sue Taylor

**ADMINISTRATION** **7:02pm**

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

**BOARD DECISIONS**

• **Consent Agenda** **7:04 pm**

- December 2019 Meeting Agenda
- November 2019 Meeting Minutes
- November 2019 Executive Meeting Minutes

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

• **Board Activities**

- Small but Strong - October 26<sup>th</sup> (\$20 at Normandale Community College)

**BOARD BUSINESS** **7:15 pm**

• **Board Policy Monitoring review of D3 (Delegating to GM) and D4 (Evaluating GM)**

- Brief discussion about what reasonable interpretation means on D3. On Policy D4, this is explained.

• **Sue Taylor**

- Board would like to thank Sue for her past five years of dedication and volunteer time spent for continuous success of Spiral. Sue will stay on as member of Communications committee

• **Intra-Board Communications**

- Slack - easy to message on threads and include only those involved.
  - Email - use for information that needs to be saved
- We decided that we will use a combination of both.

• **Communications Committee** **Nikki & Jenni**

- Committee members: Nikki, Jenni, Erin, Sue
- Newsletter
  - Target January release. Committee will send out email to board for article content.
- Committee meeting talking points
  - How to engage owners and non-owners to start conversation
  - Increase membership
  - Community support (1<sup>st</sup> priority)
  - Eat Local (2<sup>nd</sup> priority)
    - Create visible Spiral definition
    - Start an *Eat Local* challenge
      - Best Challenge Months - August - September
    - Create committee
  - Marketing ideas
    - Easy breakfast
    - Email blast
    - Send photos and/or article ideas to Bri Kujala at (612) 747-0849. She can post on social media
  - Wellness
    - Health
  - Special diets - gluten, dairy-free, vegan, vegetarian, etc.

Board had discussion on all areas and decided to narrow it down to two focus areas: 1) Community support 2) Eat Local. Communications committee will meet and breakdown each of the focus areas and create detailed action plans and timelines.

**GM BUSINESS** **8:00 pm**

- **Store Report** **Matt**
  - Increase in turkey sales this year

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- Month sales showed a decrease 4.5% (slow at beginning of month; picked up at end of month)
- December sales are slower but hopeful that they will pick up. Matt encouraged board members to shop in the store
- Quarter sales down slightly at 1-2%.
- Shift of some staffing responsibilities due to one team member going on medical leave in the near future
- **Policy Report**
  - **B7 (Board Communication)**
    - Reporting Compliance on all
  - **B8 (Board Support)**
    - Reporting Compliance on all
- **Q & A** - none

Lynn motioned to approve B7 and B8. 2<sup>nd</sup> by Erin. Motion voted on; passed

Lynn motioned to move into closed executive session to discuss possible store expansion. Meeting moved to closed executive session at 8:16 pm. Motion was 2<sup>nd</sup> by Annie  
Lynn motioned to move out of closed executive session at 9:01 pm. Motion was 2<sup>nd</sup> by Tammy. 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	January 2020
Two board members present at Listening Sessions	Board members	When scheduled

Lynn motioned to adjourn. 2<sup>nd</sup> by Annie. Meeting adjourned at 8:45pm  
Next meeting rescheduled for January 8<sup>th</sup> at 7pm. Location at Whole Health Massage, Cottage Grove.