

Spiral Natural Foods

Board of Directors Meeting Minutes

March 11, 2020 at 7:00pm

Location of Meeting: At business of Tammy McGinn, Whole Health Massage in Cottage Grove

Attendees: Lynn Gannon, Renee Thompson, Tammy McGinn, Nikki Milton, Annie Zastera, Jenni Garlough and Matt Malecha. Erin Hood via teleconference.

ADMINISTRATION 7:03 pm

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

BOARD DECISIONS

• **Consent Agenda** 7:03 pm

- March 2020 Meeting Agenda
- February 2020 Meeting Minutes
- February 2020 Executive Meeting Minutes Part I and Part II

Lynn motioned to approve consent agenda. 2nd by Tammy. Motion voted on; passed

- Consumer Cooperative Management Association (CCMA) June 4-6, 2020 in Sioux Falls, SD. <https://ccma.coop/> . If anyone is interested in attending, please let Lynn know so she can assist in applying for scholarship.

GM BUSINESS 7:04pm

• **Store Report**

Matt

- Up 7% this month. \$9,000 in Wellness last week
- March 30th – Hastings Tastings. Working with local companies to make treats and coffee
- Vicki created Join Your Co-Op Today brochure. Since launch, almost daily new owner/membership.
- Launched new name and logo: Spiral Food Co-op

• **Policy Report**

- **B4 Policy (Membership)**

- Compliant on all

- **B9 (Succession)**

- GM identified Andrew, Cassie, and Gwen to act as successor in case of emergency. Assigned successor roles: Gwen can focus on board reporting; Cassie on store operations, and Andrew on store expansion.
- Each will receive training from GM, online and class training through NCG, and attend CBLD 101.
- Many TBD's on report due to recent identifications of successors. Matt is willing to review again with board in June 2020.

Lynn made a motion to approve B4 report. 2nd by Tammy. Motion voted on; passed. Lynn made a motion to adopt the B9 with the contingent report in June 2020. 2nd by Annie. Motion voted on; passed.

• **Coronavirus Plan**

- If employees are sick, they are to stay home
- Heightened hand washing because the store cannot control who enters the store
- Ability to work at for a few staff plus GM
- If needed, deli could close temporarily
- May cut down on hours

BOARD BUSINESS 7:28 pm

• **Board Policy Monitoring**

- C1 (Governing Style)
 - Due to some technical issues some answers were lost. Lynn will send out a new email to those who data was lost.

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Lynn made a motion to postpone C1 reporting. 2nd by Tammy. Motion voted on; passed.

- **Board Budget – Erin**

- Connected with Tammy to go over expectations and the process for creating a budget
- Folder created in DropBox labeled “Treasurer”.
- Tabled until April 2020 board meeting

Lynn motioned to delay board budget approval until April 2020. 2nd by Annie. Motion voted on; passed

- **Communications Committee**

Nikki & Jenni

- Engagement
 - Nikki and Jenni met. Given Vicki’s marketing efforts they are going to revise their ideas for communications and outreach initiatives and create an action plan. Nikki asked that if any board members have outreach ideas to send her and Jenni an email.
 - Hastings NOW - Peter Slappinger – Matt said he has looked into participating in Hastings NOW but the cost was prohibitive for the Co-op.
- Green Living classes recap - Erin
 - March 5 at 6pm and March 7 at 1pm at Pleasant Hill Library. Topic: Meal Prepping. Well attended and great marketing for coop.
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- **Q & A – none**

Lynn motioned to move into closed executive session to discuss possible store expansion. Meeting moved to closed executive session at 7:44 pm. Motion was 2nd by Annie

Lynn motioned to move out of closed executive session at 9:15 pm. Motion was 2nd 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	Ongoing

Lynn motioned to adjourn. 2nd by Tammy. Meeting adjourned at 9:15 pm

Next meeting rescheduled for April 8th at 7pm. Location at business of Little Beginnings Learning Center, Hastings