

Spiral Natural Foods
Board of Directors Meeting Minutes
Wednesday, February 8th, 2024

Location of Meeting: video conference via Skype

Attendees: Amanda Olson, Tammy McGinn, Leigh Arnoldy, Jess Settergren, Katya Rouzina, Sue Taylor, and Matt Malecha

Absent: Brandon Lovejoy

Call to Order at 7:06 pm: **Amanda** motioned to call the meeting to order, seconded by **Jess**. The motion was voted on and **passed**.

Administration

7:06 pm

- **Consent Agenda - Amanda 7:00 pm**
 - **January** Meeting Minutes
 - Agenda for Evening's Meeting

Amanda motioned to approve the consent agenda and minutes. **Leigh** seconded it. The motion was voted on and **passed**.

GM Business

7:07 pm

- **Store Report - Matt 7:07 pm**
 - A lot of new items brought in
 - Adjusting margins - what's a good system to check price history
 - Hired a fresh assistant; helping with produce and deli
 - An employee resigned due to health reasons
 - Still looking for other employment
 - Improvements in SKU and spoilage management
 - Overall, the store is doing well
 - Accessibility doors work going in, inconsistent going out - this is being looked at

- **B Policy - Matt (B1)**

7:11 pm

- Compliant on B1.1 ,1.2, 1.3, 1.4, 1.5, 1.10
- 17% growth; we planned on 6%
- Q1 Margin Minus Labor - the last three quarters it was down due to wage changes, but now it's picking up
- Sale/Labor Hours - our highest labor dollars yet
- Inventory turnover - since October 2023, added just over 400 items; not great, but anticipated to improve. That said, we are over our goal
- EBITDAP - This has been influenced by loans for the new store space; we are now in the positive with anticipated improvements in the future
- EIDL Loan - coming up in March, with option to pay back over 30 years. The anticipated cost is \$1300/mo.
- Liquidity/Cash on Hand - not a lot of wiggle room and will remain this way for a while
- In the next quarter, the Quick Ratio is anticipated to be met
- Solvency - improving
- Members
 - 31 new members; end of the year goal is 95

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- 1940 active members
- Taxes are great; no issues

Amanda motioned to accept the **B1 Policy as Compliant**. **Leigh** seconded it. The motion was voted on and **passed**.

Board Business

7:31 pm

● **Board Policy - C5 Policy - Amanda 7:31 pm**

- Okay except meeting attendance - Leigh update from 7 to 6
- Due to change in roles and members
- If more than 2 people can't make it, we will reschedule - let the board know as soon as possible
- Leigh to send out reminder one week before meeting
- Tammy - attendance at meetings
 - This is in the bi-laws since it's one of the most important tasks
 - To prevent missing information
 - This may need to be addressed soon
 - The bi-laws are in DropBox
 - This may warrant looking for board members to fill in in this eventuality

Amanda motioned that we accept the **C Policy as Compliant**. **Sue** seconded it. The motion was voted on and **passed**.

● **Conflict of Interest Forms**

7:38 pm

- Matt confirms this is done
- Verbal confirmations of conflicts of interest; no conflicts found

● **45th Anniversary**

7:44 pm

- Saturday, February 10, 11pm-2am
- Amanda, Katya, Sue, Leigh attending
- Handing out swag, drawings, and serving cake
- A lot of vendors present
- Free coffee - Peace coffee donation
- Swag at 9am; other helpers at 10:30am
- Vendors 11am-2pm generally
- 5% everyone; 10% members; this includes sale and BOGO items for all of Saturday
- Promos on the big screen!

● **Other Event Ideas**

7:52pm

- Brews with the Board
 - Thursday doesn't work well
 - Spiral Brewery said we can pick a different night
- Coffee has not been done for a while

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- Level Up - Amanda will talk to Pete Macaroni (Level Up owner) about a good day
- Goals of Events
 - Visibility; letting folks know who and where we are, as well as being accessible
 - Member recruitment goal
 - Engagement as a crucial role of the Board; availability speaks to being accessible to membership
- Creating Built-In Engagement
- Social/Communications to Members
 - 30% open rate - amazing
- FCI.coop (Food Coop Initiative)
 - Resource Libraries
- Columinate
 - Library information
- Business Outreach
 - Small business supporting each other
 - Silent auction with local businesses
- **Communications Committee - Katya 8:05 pm**
 - Bringing these ideas to the Committee: Katya to connect with Sue and Brandon
 - 2nd week of March is Spring Break; March 24 at 12pm - Spiral
 - Cake or cheesecake
 - Board Office Hours
 - Exploring this possibility
 - 2 people should be there at minimum
 - Bringing applications to events
 - If we collect funds at events
 - Photo of applications
 - Attach funds to applications
 - New people that move in
 - Store does have someone that sends out a flyer and coupons that moves to town
 - Nothing in the Chamber of Commerce that welcomes people to the community
 - Communications Committee
 - Let Cassie know about events
 - New Member: Jess
- **GM Review 8:30 pm**
 - Done by end of month
 - Vote via Slack
 - Meeting with Matt

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There was no need for an executive session this evening. Everything was covered and we are up to date with information.

Open Discussion: None

Assigned Responsibilities that resulted from Board Meeting:

Task	Responsible Party	Completion Goal Date
Send reminder to review Monthly Meeting Packet items	Leigh	Each month, one week prior to meeting
Ideas for Events	Katya, then Brandon, Sue, and Jess -	Before next meeting
Communicate Coffee with the Board to Cassie	Katya	Before next meeting
Treasurer Orientation	Jess	Before next meeting
GM review; in Board Only Slack Channel	All board members	By end of February
GM review; meet with Matt	Amanda, Tammy	At end of meeting

No Executive Session

Amanda motioned to move to executive session/adjourn. It was seconded by **Tammy**, voted on, and passed. The meeting closed at **8:36 pm**.

The next meeting is scheduled for **Wednesday, March 13th**, at 7:00 pm.
Two B-policies next meeting: B4 and B9