

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

**November 13, 2019 at 7:00pm**

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

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

**ADMINISTRATION** **7:00pm**

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

**BOARD DECISIONS**

- **Consent Agenda** **7:01 pm**
  - November 2019 Meeting Agenda
  - October 2019 Meeting Minutes
  - October 2019 Executive Meeting Minutes
  - Board Policy Monitoring review of D2 (Accountability of GM).Lynn motioned to approve consent agenda. 2<sup>nd</sup> by Tammy. Motion voted on; passed
- **Board Activities**
  - Small but Strong - Report from Attendees: Nikki
  - Discussion of main takeaways from Conference re: Small Co-Op strategies, Importance of Community Engagement and Personal Values Aligning with Co-op Values, Ideas for Member Engagement
  - Upcoming events: CBL 101 - January 11 in Mpls

**GM BUSINESS** **7:10 pm**

- **Store Report** **Matt**
  - Sales were down in September; October sales were okay; November is starting off down.
  - We had another cooler failure
  - Matt hired a new Marketing Consultant in a temporary position to help develop more cohesive marketing strategy for the store.
  - Customer Sample Day is on 11/25
- **Policy Report**
  - **B1 (Financial Condition)**
    - Reporting Compliance on all except B1.1 and B1.2. Matt's plan to bring those two policies into compliance is to work with the new Marketing Consultant to improve sales.Lynn motioned to approve B1. 2<sup>nd</sup> by Tammy. Motion voted on; passed
- **Q & A** - none

**BOARD BUSINESS** **7:30 pm**

- **Choose Monthly Meeting Dates & Time for Dec 2019 thru October 2020**
  - 2<sup>nd</sup> Wednesdays of month @ 7pm
- **Board Terms / Sue Taylor/Jenni Garlough term**
  - After discussion of Board terms, Tammy motioned and Erin 2<sup>nd</sup> the motion to have Sue continue serving in the temporary appointment through the end of December to allow Jenni time to get oriented on Board business. Tammy motioned to approve. Motion voted on and passed.
- **Equity Refund Request**
  - Annie motioned to approve equity payback to member. 2<sup>nd</sup> by Lynn. Motion voted on; passed
- **Communications Committee** **Sue/Nikki**
  - No updates
  - Requesting more Communications Committee members/volunteers
  - Erin and Jenni volunteer to help committee

Lynn motioned to move into closed executive session to discuss possible store expansion. Meeting moved to closed executive session at 8:05 pm. Motion was 2<sup>nd</sup> by Annie

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Lynn motioned to move out of closed executive session at 8:57 pm. Motion was 2<sup>nd</sup> by Annie. Motion voted on; passed

**Open Discussion:** None

**Assigned Responsibilities that resulted from Board Meeting**

<b>TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>COMPLETION GOAL DATE</b>
Communications Committee meet with new members	Nikki, Sue, Erin, Jenni	When scheduled
Two board members present at Listening Sessions	Board members	When scheduled

Lynn motioned to adjourn. 2<sup>nd</sup> by Jenni. Meeting adjourned at 8:57pm

Next meeting rescheduled for December 11<sup>th</sup> at 7pm. Location at Little Beginnings Learning Center, 12140 120th St S, Hastings