

**Spiral Natural Foods**  
**Board of Directors Meeting Minutes**  
**January 8, 2020 at 7:00pm**

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

**Attendees:** Lynn Gannon (via video conference), Renee Thompson, Tammy McGinn, Nikki Milton, Annie Zastera, Erin Hood, and Matt Malecha. **Absent:** Jenni Garlough

**ADMINISTRATION** **7:06pm**

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

**BOARD DECISIONS**

• **Consent Agenda** **7:08 pm**

- January 2020 Meeting Agenda
- December 2019 Meeting Minutes
- December 2019 Executive Meeting Minutes

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

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

• **Store Report** **Matt**

- Sales down 4% in December '19 despite goods sales prior to Christmas
- 1<sup>st</sup> quarter of fiscal year sales showed an increase; 2<sup>nd</sup> quarter sales have shown a decrease
- Staffing roles are shifting due to one leave for another six weeks and another soon to be on leave.
- Additional staffing roles are shifting and additional hires in preparation for expansion. Labor budget will increase in the future. Store will need to increase sales to cover additional labor expenses.

• **Policy Report**

- **B Policy (Global Constraint)**
  - Reporting Compliance on all

**BOARD BUSINESS** **7:25 pm**

• **Board Policy Monitoring**

- **C Policy (Global Governance)**
- **D Policy (Global Board Management)**

• **Select 2020 Board Officer Positions**

- Nominations
  - President – Lynn Gannon
  - Vice President – Tammy McGinn
  - Secretary – Renee Thompson
  - Treasurer – Erin Hood (dropping her role on Communications Committee)

Annie motioned to accept board officer nominations; 2<sup>nd</sup> by Lynn. Motion voted on; passed

• **Communications Committee** **Nikki**

- Board will assist with contributing marketing information for social media and newsletters when needed
  - Vicki Scott will be Spiral's new marketing coordinator
  - Board requested an additional folder be added to DropBox. (update: It can be found under DropBox/Communications and Outreach Committee/Content to Share with Coop Marketing)
- Newsletter
  - Target January release. Matt will ask Vicki about content theme.
  - NCG has guidance for monthly coop deals
  - Newsletter content should be posted to DropBox/Communications and Outreach Committee/The Bridge – Spiral Newsletter
  - Content due by January 14<sup>th</sup> with goal to send out by January 17<sup>th</sup>

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- Modification of Shared Capital Loan repayment terms
  - Matt reviewed updated terms of Shared Capital loan
 Lynn motioned to approve modification of Shared Capital loan payment terms and have VP sign *Review of Authority to Borrow and Pledge Security*. 2<sup>nd</sup> by Nikki. Motion voted on; passed. Document signed

- **Q & A** – none

Tammy motioned to move into closed executive session to discuss possible store expansion. Meeting moved to closed executive session at 8:02 pm. Motion was 2<sup>nd</sup> by Annie

Tammy motioned to move out of closed executive session at 9:01 pm. Motion was 2<sup>nd</sup> by Annie. 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

Tammy motioned to adjourn. 2<sup>nd</sup> by Lynn. Meeting adjourned at 9:04 pm

Next meeting rescheduled for February 12<sup>th</sup> at 7pm. Location at business of Little Beginnings Learning Center, Hastings