

Spiral Natural Foods
Board of Directors Meeting Minutes
April 15, 2024 at 7:00 pm

Location of Meeting: Spiral Co-op

Attendees: Amanda Olson, Leigh Arnoldy, Jess Settergren, Katya Rouzina, Brandon Lovejoy, Cassie Raway, and Matt Malecha; Sue Taylor (via Skype)

Absent: Tammy McGinn

Call to Order at 7:04 pm: **Amanda** motioned to call the meeting to order, seconded by **Jess**. The motion was voted on and **passed**.

Administration

7:04 pm to 7:04 pm

- **Consent Agenda - Amanda**

7:04 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

7:05 pm to 7:33 pm

- **Store Report - Matt**

7:05 pm

- Closing out the quarter - we have been profitable for another quarter; details to come
- GM at the NCG (National Co-operative of Grocers) Conference; GM is an NCG director
- Recognition at the conference: we were recognized as one of the top performers for percent of sales
- Many repairs initiated by landlord this month, including lighting updates various areas
- Although the co-op is growing, plans are being investigated to assist with the a larger cushion of cash on hand

- **B Policy - Cassie**

7:20 pm

- Customer count continues to grow
- Customer comment system
 - the comment box has been moved to the exit and the comment card has been redesigned
 - Much of our feedback is submitted via social media or the site
- Special orders; grocery is the leader at this time; wellness is handled through a separate report
- Our special order fulfillment rate is high; member-owners that use this system are commonly repeat orders
- Food safety - all passed
- One injury from staff, which has been resolved
- Recall - there was one this quarter, which was effectively executed

Amanda motioned to accept the **B5 Policy as Compliant**. **Katya** seconded it. The motion was voted on and **passed**.

Spiral Natural Foods
Board of Directors Meeting Minutes
April 15, 2024 at 7:00 pm

Board Business

7:33 pm to 8:XX pm

● **Board Policy - C3 Policy - Amanda**

7:50 pm

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

● **Board Budget - Jess**

7:34 pm

- Jess looked into the budget archives
- Jess created a draft, which includes:
 - Looking into board insurance
 - CBLD 101 Training included
 - Also included: expenses for in-person meetings, events, and gatherings with member-owners (including Annual Meeting)
 - Communications committee will be involved with this, as event planning is included in the budget
 - We are also looking at

Amanda motioned that we accept the **Board Budget**. **Leigh** seconded it. The motion was voted on and **passed**

● **Request for Refund of Investment - Amanda 7:51 pm**

- Request due to move from area

Jess motioned that we accept the **Refund Request**. **Amanda** seconded it. The motion was voted on and **passed**.

● **Communications Committee - Katya**

8:48 pm

- Themed content
 - Offering different kinds for education: co-op history, co-op principles, etc.
- Quarterly events; can be more based-on events that are taking place in-store
- Non-board members can be on a communication committee
- Email:
 - to include a section of words from the board; this information would need to be information for the general public, not just members
- Blood Drive Discussion
 - Red Cross
 - No cost - just scheduling
 - Will need to have folks pre-sign up; help with volunteers
 - Coordinate with local businesses
- Event Planning Ideas
 - Toolkit
 - resources and ideas
 - Toolkit can be left behind to help future board, volunteers, and co-op staff
 - Help structuring smaller events, which will help structure larger events
 - Discussion of offering/creating classes

Spiral Natural Foods
Board of Directors Meeting Minutes
April 15, 2024 at 7:00 pm

- Discussion of Farmer's Market Table - pop up tent
- Events: Board
 - Lake Monster - discussion of co-op issues
 - C-Build; two upcoming dates
- Events: In Store
 - Customer Appreciation - week long event (April 22-26)
 - Coffee with the Board - May 4th
- Recruitment
 - Start thinking about recruiting members for the board
 - July is when people need to fill out forms

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

Open Discussion: None

Responsibilities that resulted from Board Meeting:

Task	Responsible Party	Completion Goal Date
Board Blurb	Comms Committee	Last week of the month
Board Blurb in calendar	Leigh	This week
Blood Drive - Parking Lot	Sue	before the next meeting
Event Toolkit	Comms Committee	before the next meeting
Farmer's Market	Comms Committee	before the next meeting
Annual Board venue	Matt and Cassie	on-going

Amanda motioned to adjourn. It was seconded by **Katy**e, voted on, and passed. The meeting closed at **8:50 pm**.

The next meeting is scheduled for **May 8**, at 7:00 pm, via Skype.