

Spiral Natural Foods Board of Directors Meeting Minutes February 12, 2020 at 7:00pm

Location of Meeting: At business of Little Beginnings Learning Center, Hastings

Attendees: Lynn Gannon, Renee Thompson, Tammy McGinn, Nikki Milton, Annie Zastera, Erin Hood, Jenni Garlough and Matt Malecha. Nikki Milton called in at 7:20pm

ADMINISTRATION 7:02 pm

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

BOARD DECISIONS

• **Consent Agenda** 7:03 pm

- February 2020 Meeting Agenda
- January 2020 Meeting Minutes
- January 2020 Executive Meeting Minutes

Lynn motioned to approve consent agenda. 2nd by Annie. 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 7:10 pm

• **Store Report** Matt

- January sales were only slightly lower when compared to same quarter last year.
- Angelica resigned.
- Bri has agreed to stay doing Instagram posts in exchange for a store discount.
- Vicki is new marketing coordinator

• **Policy Report**

○ **B1 Policy (Financial Condition)**

- Non-compliant B1.1.1, 1.1.2, and 1.1.3. Action plan provided for each (see report)
- Compliant B1.1.4 and 1.1.5

Lynn made a motion to approve B1 report. 2nd by Annie. Motion voted on; passed.

• **Save the Food Challenge - February 18th at 4:30pm**

- Dakota County will be present at store. Will also promote Green Living and Meal Prepping class

• **Customer Appreciation Day – February 29th**

- Request some board member attendance from 11am-2pm

BOARD BUSINESS 7:25 pm

• **Board Policy Monitoring**

- C5 (Code of Conduct)
 - C5.5 – some members gave score of 4. Discussion – we are a relatively new board members and we are improving and anticipate preparation and participation will improve.

• **Cooperative Board Leadership Development Program (CBLD)**

- Erin gave a brief endorsement of the CBL 101 course she attended

• **PB Works**

- <https://www.pbworks.com/index.html>
- This is a file sharing platform used this in the past by the board. Should we continue to keep PB Works active? Board agreed to let the contract lapse when renewal request arrives in 2021. Matt and Lynn will continue to peruse those old files to make sure we are not leaving any important documents on this platform.

Lynn made a motion that when PB Works is about to expire after confirming to check with GM that he has all his files off of the platform. 2nd by Annie. Motion voted; passed.

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- **Communications Committee**

Nikki

- Green Living classes - Erin
 - <https://www.hastingsmn.gov/Home/Components/Calendar/Event/9574/>
 - March 5 at 6pm at Pleasant Hill Library. Topic: Meal Prepping
 - Erin will attend
 - March 7 at 1pm at Pleasant Hill Library. Topic: Meal Prepping
 - Need someone from board to attend
 - Vicki is putting together a gift card(s)
 - Ideas for classes: Recipe cards, grocery list, meal planning chart, and a kitchen inventory that I will be passing out at the workshop.
 - To do before classes:
 - A loose script for how the workshop will go.
 - A poster for the event.
 - The Facebook cover image for the event.
 - Here is a quick blurb that we'll be putting on social media for the event:
 "Come learn the basics of meal prepping under the lens of sustainability. Find out how meal prepping can help you save time, money, and the environment. MN GreenCorps member, Lindsay Anderson, will be sharing tips and tricks. Spiral Natural Foods will demonstrate how to prep using their bulk goods. Attendees will receive meal prepping tools such as a grocery list planner and recipe cards and will be entered to win a gift certificate from Spiral Natural Foods.

These workshops coincide with Hastings' Save The Food Challenge facilitated by Dakota County to bring awareness and education surrounding food waste. Register by Feb. 26 online at www.dakotacounty.us, search Food Challenge or call 952-891-7043. The challenge takes place March 1st-28th.

- Newsletter
 - All board members should add content to DropBox file. Strive for contributing one article a month. Find at: DropBox/Communication and Outreach Committee/Content to Share with Coop Marketing
 - Vicki just started 1/27/2020. She will need to time to get content together. Her eventual goal is to build up to a weekly newsletter. Her contact info: marketing@spiralnaturalfoods.coop>

- **Q & A – none**

Lynn motioned to move into closed executive session to discuss possible store expansion. Meeting moved to closed executive session at 7:57 pm. Motion was 2nd by Annie

Lynn motioned to move out of closed executive session at 9:17 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	January 2020

Lynn motioned to adjourn. 2nd by Tammy. Meeting adjourned at 9:18 pm

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Next meeting rescheduled for March 11th at 7pm. Location at business of Tammy McGinn, Whole Health Massage in Cottage Grove