

Spiral Natural Foods
Board of Directors Meeting Minutes

October 8, 2019 at 7:00pm

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

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

ADMINISTRATION **7:02pm**

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

BOARD DECISIONS

- **Consent Agenda** **7:01 pm**
 - October 2019 Meeting Agenda
 - September 2019 Meeting Minutes
 - September 2019 Executive Meeting Minutes
 - Board Policy Monitoring review of D1 (Unity of Control).Lynn motioned to approve consent agenda. 2nd by Tammy. Motion voted on; passed
- **Board Activities**
 - Small but Strong - October 26th (\$20 at Normandale Community College)

GM BUSINESS **7:06 pm**

- **Store Report** **Matt**
 - Last quarter showed a 0.66% increase. Budget showed a decrease. Expenses were a bit higher than budgeted.
 - Received cooler repair bill of ~\$5,000
 - Sales increased last month
 - Customer Appreciation Day - October 12th
- **Policy Report**
 - **B6 (Staff Treatment and Compensation)**
 - Reporting Compliance on all (B6.1-B6.6)Sue motioned to approve B6. 2nd by Annie. Motion voted on; passed
- **Q & A** - none

BOARD BUSINESS **7:27 pm**

- **Choose Monthly Meeting Dates & Time for Nov. 2019 thru October 2020**
 - November 13th @ 7:00pm
 - Tabled scheduling remaining meetings
- **Annual Meeting**
 - **Review**
 - A few owners, who attended meeting, had comments and concerns about possible location, providing products for WIC recipients and recession. One wanted to see more store financials,
 - Total ballots were 100. Election results: Tammy McGinn, Erin Hood, Lynn Gannon, Annie Zastera, and Jenni Garlough voted onto the board
 - Attendance was still lower than expected. Approximately 35 attended.
 - **Action Plan for Store Expansion**
 - Board and volunteers need to start generating enthusiasm from owners and be Spiral evangelists
 - Recommend starting Capital Campaign in November 2019
 - Matt feels there is a need to hire someone for Marketing. Board discussed a few owners that could be possibilities. It could possibly be only temporary or part-time.
 - There is a need to generate another newsletter. It should be sent out ASAP to inform owners who did not attend meeting. Annie suggested using MailChimp to create newsletter. She volunteered to assist with the newsletter
 - Recommend that we follow-up within a week of those who signed up on the volunteer request sheets
 - A great resource is Stronger Together website <https://www.strongertogether.coop/>

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Sue/Nikki

- **Communications Committee**

- Newsletter

- Important Dates:

- Content due to Annie by October 14th
 - Targeted release date: October 18th

- Content

- FAQ from Annual meeting - Matt
 - Pictures from Annual meeting
 - Listening/Focus Group session date - Lynn
 - Store coupon - Matt
 - Owner Referral Program (owner discount for recruiting a new member) - Matt
 - Article about store expansion - Erin
 - Board's individual vision of what they want to see in the store - every board member

Lynn motioned to move into closed executive session to discuss possible store expansion. Meeting moved to closed executive session at 8:16 pm. Motion was 2nd by Erin
 Lynn motioned to move out of closed executive session at 9:01 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	10/14/19
Setting dates for Listening Sessions	Lynn	
Two board members present at Listening Sessions	Board members	When scheduled

Lynn motioned to adjourn. 2nd by Sue. Meeting adjourned at 9:01pm
 Next meeting rescheduled for November 13th at 7pm. Location at Little Beginnings Learning Center, 12140 120th St S, Hastings