

Spiral Natural Foods
Board of Directors Meeting Minutes
May 14, 2019 at 6:30pm

Location of Meeting: At home of Carol M.

Attendees: Lynn Gannon (president), Renee Thompson (secretary), Alex Mohrbacher, and Sue Taylor (vice president). Tammy McGinn (treasurer). Carol Morgan. Absent: Nikki Milton (work commitment)

- **Recruitment Committee** - Alex and Sue. Member-at-large: Lynn
- **Communications** - Sue and Nikki. Member-at-large: Lynn

ADMINISTRATION **6:40 pm**

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

DECISIONS

- **Consent Agenda** **6:41 pm**

- May 2019 Meeting Agenda
- April 2019 Meeting Minutes
- April 2019 Executive Meeting Minutes

Lynn motioned to approve Consent Agenda. 2nd by Alex. Motion voted on; passed.

- **Board Resignations & Appointments**

- Resignation - Spencer David Blackie
- Appointment - Carol Morgan will serve the remainder of Mr. Blackie's seat until October 2019.

Lynn made a motion to accept resignation of Mr. Blackie and accept temporary appointment of Carol Morgan.

Sue 2nd. Motion voted; passed

- Alex will stay on board on a month-by-month basis. He will be calling in for meetings

- **New Monthly Meeting schedule**

- Decided on 2nd Tuesday at 6:30pm until October. [Note, after the meeting, the monthly Board meeting schedule was adjusted again to the following dates: June 10th, July 1st, August 5th, September 3rd, and October 7th.]

GM Business **6:45 pm**

- **Store Report**

Matt

- 5.5% above same month last year. Maintaining +6.2% over last year sales. Reached \$1 million sales (about 5-6 weeks ahead of last year)
- Matt is keeping an eye on labor costs
- Shrink is down

- **Policy Monitoring: B-1 (Financial Condition and Activities)**

Matt

- **B1:** GM reporting compliance except for B1.3 - Q3 ratio has never been above 2.0. Positive is that \$33,000 in current liabilities has been paid down, which accounts for the lower ratio. Until paid down gets current, the ratio will not improve but prospects are good that it will happen soon.

Lynn motioned to accept B1 report. Carol 2nd. Motion voted on; passed

- **Q & A** - none

Board Business **7:19pm**

- **Policy Monitoring: C4 (BOD Meetings) - Alex**

- Discussed C4 findings of survey. Alex motioned to accept C4 report. Lynn 2nd. Motion voted on; passed.
- Committee meeting again before June 10th.

- **Board Budget** **Tammy**

- Proposed budget presented
- Included \$1,950 grant from Howard Bower, which is not affecting budget
Lynn motioned to approve BOD budget. Sue 2nd. Motion voted on; passed.

- **Communications Committee**

Sue

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- Nikki researched different community events that Spiral could have a presence throughout the summer (Movie in the Park, Animals in the Park, Yoga in the Park, Apple Blossom Races, marathon events, art-related events, pet-focused events, brewery or wine events)
 - Board had interest in: Spiral-to-Spiral (brewery) event and/or doing something at Apple Blossoms race at Carpenter Nature Center
- **Board Recruitment Committee** Lynn
 - Committee has not met recently
- **Upcoming Events**
 - **Farmer's Market**
 - **Coop Bag Sale - May 17th**
 - **Staff Holiday Party - June 2nd**
 - **Customer Appreciation Day - June 22nd**

Lynn motioned to move into closed executive session to discuss Owner Loan Project, possible store expansion and GM contract. Meeting moved to closed executive session at 7:47pm. Motion was 2nd by Tammy.

Lynn motioned to move out of closed executive session at 9:47pm. Motion was 2nd by Sue. Motion voted on; passed

Open Discussion: None

Assigned Responsibilities that resulted from Board Meeting

TASK	RESPONSIBLE PARTY	COMPLETION GOAL DATE
Communication committee - email for Farmers Market	Sue & Lynn	By end of May
Update on B1.3	Matt	June and July BOD meetings
Update on B1.5 - member/owner drive	Matt	June BOD meeting

Lynn motioned to adjourn. Sue 2nd. Meeting adjourned at 9:48pm

Next meeting rescheduled for June 10th. Location TBD.