

Spiral Natural Foods
Board of Directors Meeting Minutes
December 14, 2022, at 7:00 pm

Location of Meeting: video conference via Skype

Attendees: Tammy McGinn, Pete Macaroni, Annie Zastera, Jenni Garlough, Leigh Arnoldy, Amanda Olson, Michelle Gallo, Jenn Bierma, Dina Sagan, and Matt Malecha

Absent:

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

Administration 7:04 pm to 7:05 pm

- **Consent Agenda - Tammy 7:04 pm**

- November Meeting Minutes
- Agenda for Evening's Meeting

Tammy motioned to approve the Consent Agenda and Minutes. Jenn seconded it. The motion was voted on and passed.

GM Business 7:05 pm to 7:35 pm

- **Store Report - Matt 7:05 pm**

- Finished last month 30% up
- October we were net positive. November we were not - But we purchased equipment like the speed oven, pastry racks, etc.
- Speed Oven - we need to file with the state for a review to make sure we meet codes and then we are ready to roll!
- We ordered about 20% more turkeys. We sold the same number of birds as last year but larger weights per bird
- We're hiring for part time front end & will be looking for a department manager for wellness soon
- Matt was invited to be the guest speaker at the Environmental Protectors Group in Hastings
- BOGO is happening right now
- Our quarter is already looking good and trending ahead
- Our HEDRA Fund has been drawn down and applied
- Made a list of things to tackle for the next year -
 - looking at ACH - other co-ops have used this to pay for their bills for members instead of credit cards. There are still logistical issues to work through before we can make that jump
 - Upgrading online purchasing platform - it was set up real fast during the pandemic to just have something there but now we have other options to help get us actually set up correctly
 - Switching to electronic coding and invoices instead of the piles of paper invoices

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- **B7 Policy - Matt 7:22 pm**

- Communication to the Board
- All pieces are reported as compliant
- Put in a request to have President and Vice President or smaller committee check-ins either once a month or once every other month to have good touch point together – Will be added to the January meeting agenda

Tammy motioned to approve the B7 Report as Compliant. Jenn seconded it. The motion was voted on and passed.

- **B8 Policy - Matt 7:26 pm**

- Board Logistical Support
- All pieces are reported as compliant

Tammy motioned to accept the B8 Policy as Compliant. Pete seconded it. The motion was voted on and passed.

Board Business 7:35 pm to 8:00 pm

- **Board Policy - D3 Policy - Tammy 7:35 pm**

- Delegation to the GM
- All pieces are reported as compliant

Tammy motioned that we accept the D3 Policy as Compliant. Pete seconded it. The motion was voted on and passed.

- **Board Policy - D4 Policy - Tammy/Annie 7:36 pm**

- Evaluating the GM
- #2 is non-compliant - Discussed that this policy monitoring was missed due to Annie not realizing we should be tracking monthly and then struggling with the expansion and things not as orderly as usual
- We now have a spreadsheet going for the 2023 year and will track policies as they go each month

Tammy motioned that we accept the D4 Policy as Non-Compliant with the stipulation that monthly policy monitoring will happen going forward on a spreadsheet in the Google Drive beginning in January. Leigh seconded it. The motion was voted on and passed.

- **GM Evaluation - Tammy/Annie 7:40 pm**

- The monthly monitoring didn't happen this year. After discussing with Matt, we decided that he is okay with letting this time go and declaring our plans to fix it going forward
- Discussion happened during the D4 Policy above

- **Discuss transition and training new Board Members - Tammy 7:41 pm**

- Orientation should happen before the January meeting
- CBLD 101 - anyone who hasn't attended yet should sign up (Jenni, Amanda, Michelle) – Upcoming date: virtual Jan 21

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- **Upcoming Board Member Leadership Positions - Tammy 7:50 pm**
 - We will vote on roles at our next meeting
 - If you are interested in taking a role, or even want to know more about one, speak up so we can have smooth transition - Even if it's not this time around

- **Communications Committee - Jenni, Jenn, Leigh 7:56 pm**
 - The committee met to hold a brainstorming session
 - Ideas were discussed about things like swag, classes, and roles
 - Hastings Restaurant Week is in January - We will try to sign up with the deli - We'll offer discounts and the city will advertise our offers

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

Open Discussion: None

Assigned Responsibilities that resulted from Board Meeting:

Task	Responsible Party	Completion Goal Date
Discuss and add check-in dates on the calendar for 2023	Board Members	January Meeting
Vote for Officers (President, Vice President, Secretary, Treasurer)	Board Members	January Meeting

Tammy motioned to adjourn. It was seconded by Pete, voted on, and passed. The meeting closed at 8:01 pm.

The next meeting is scheduled for January 11, 2023, at 7:00 pm.