

Spiral Natural Foods
Board of Directors Meeting Minutes
July 12, 2023, at 7:00 pm

Location of Meeting: Online via Skype

Attendees: Tammy McGinn, Pete Macaroni, Annie Zastera, Jenni Garlough, Leigh Arnoldy, Michelle Gallo, and Matt Malecha

Absent: Amanda Olson

Call to Order at 7:05 pm: Tammy motioned to call the meeting to order, seconded by Pete. The motion was voted on and passed.

Administration 7:05 pm to 7:06 pm

- **Consent Agenda - Tammy 7:05 pm**

- June Meeting Minutes
- Agenda for Evening's Meeting

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

GM Business 7:06 pm to 7:24 pm

- **Store Report - Matt 7:06 pm**

- The last month has been interesting
- May was down much less than in previous months. The buying budgets, reducing payroll, and other things have been working
- In June, we made a lot of buy investments - Watermelons, strawberries, blueberries, ribs, etc. for the Holiday of the 4th of July. They have paid off but make June look less great.
- We were in arrears with some of our vendors. We have made arrangements to catch up
- We haven't gone ahead with the loan request from NCG due to advice to come up with a specific plan first
- Other states have a Double-Up Credit system for produce for families on EBT or assistance. Bluff Co-op has started a program through a grant opportunity. It has been received really well there. There is a big process, it took them six months, so we will look at options for our co-op.
- Our cash register system has a round-up option now built in. Previously, we had created our own buttons, but this will open up options.
- Overall, our sales have been good. Quarter to date, we are up 25%.
- Customer count has remained strong, and basket counts have stayed similar.
- Our social media presence has really stepped up. Interaction has also ramped up. Cassie is doing awesome.
- Produce is trending at 33% above last year. Meat is 50% above. Prepared foods are 116% above last year.
- We got our produce boxes in! They have lots of options and will swap out the old Euro Tables.
- We are looking at profit margins and if any of them can be adjusted

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Board Business **7:25 pm to 8:19 pm**

● **C2 Board's Job - Tammy** **7:25 pm**

- It was pushed back from June
- 7 out of 7 board members responded
- Strong responses
- The only question we need to work on is the timeliness of the GM contract. We have been working on adding timelines on the calendar to give ourselves better outlines
- Once we start the process, delegating pieces of the work can also help move the process along – Researching, Meeting with Matt, etc.
- Discuss during each meeting about topics for the next meeting so they don't fall off the radar

Tammy motioned to accept the C2 Report with the understanding that we will add things to our board calendar to work on the timeliness of our GM contract negotiations. Michelle seconded it. The motion was voted on and passed.

● **C6 Officers' Roles Planning - Tammy** **7:43 pm**

- 7 out of 7 board members responded
- Strong responses
- The only struggle was in the Treasurer section. Jenni has said that she is struggling with coordinating and fulfilling the role with all of her travels.
- Our Board Budget wasn't complete as of the last meeting. The goal was to meet with Matt to review it, but it hasn't happened yet.
- Pete, Michelle, and Matt will meet before the next meeting to finalize the budget
- Grant research hasn't been our strong suit. We struggle because we are a For-Profit organization, so there are additional hoops to jump through. It can happen, but it's a skill
- There are classes out there to help with grant writing skills (fci.coop is one)
- Jenni will do some initial research

Tammy motioned to accept the C6 Report with the understanding that the board budget will be created before the next meeting and Jenni will research grant writing. Leigh seconded it. The motion was voted on and passed.

● **Annual Meeting & Board Openings- All** **7:45 pm**

- Michelle may not be able to finish her last two years as she is going back to school
- We have six seats open currently.
- Amanda is planning on re-running to finish out her term
- Pete will not be re-running but could assist for another year if needed
- Leigh will be re-running for a second term
- If anyone knows anyone, now is the time to push
- Everyone should reply to Cassie via Slack as to why we each ran

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- If the board members can spend some time in the store, that would be helpful to be a physical presence. Weekdays from 4-6 pm or Saturdays from 11-1 are good times.
 - Monday, July 24, 4-6 – Tammy & Leigh
 - Brews with the Board will be a great opportunity
 - Wednesday, August 23, 4-6 & 3-5 – Pete & Leigh
- Carpenter Nature Center is an option for a location for our Annual Meeting, based on dates.
- Cassie went to a marketing class and learned about ways to engage and make the Annual Meeting more of an event
- Looking at October 7 or 8 for Annual Meeting, midday to early afternoon

- **Communications Committee - Jenni/Leigh 8:18 pm**
 - Leigh will be stopping in to chat with Cassie very soon to talk about anything coming up

Tammy voted to move to Executive Session at 8:19 pm. Pete seconded it. Everyone voted and passed.

Tammy motioned to adjourn. Leigh seconded it. Everyone voted, and the motion was passed. The meeting closed at 8:55 pm.

The next meeting will be held via Skype on Wednesday, August 9, 2023, at 7:00 pm.

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Open Discussion: None

Assigned Responsibilities that Resulted from Board Meeting:

Task	Responsible Party	Completion Goal Date
Set up Board Budget with Matt	Pete & Michelle, along with Matt	Before Next Meeting
Research grant writing & take a look at things available	Jenni	In the next few months
Send a 1-2 sentence response to Cassie about why you ran for the board	Everyone	In the next week or two
Talk to Cassie about upcoming Events & Timings for our in-store sessions for board recruiting	Leigh	This week
Check Carpenter Nature Center for Annual Meeting Dates	Michelle	In the next few weeks