

Spiral Natural Foods

Board of Directors Meeting Minutes

December 9, 2020 at 7:00pm

Location of Meeting: videoconferencing via Skype due to State of Minnesota restricting group gatherings order

Attendees: Tammy McGinn, Jenni Garlough, Annie Zastera, Nikki Milton, Matt Malecha, Leigh Arnoldy, Jenn Bierma, Peter Maccaroni, and Dina Sagan. Renee Thompson joined meeting at 8:00pm

ADMINISTRATION 7:04pm

- **Call to Order** Tammy motioned to call meeting to order, 2nd by Jenni. Motion voted on; passed

BOARD DECISIONS

• **Consent Agenda** 7:07 pm

- December 2020 Meeting Agenda
- November 11, 2020 Meeting Minutes
- November 11, 2020 Executive Meeting Minutes

Tammy motioned to approve consent agenda. 2nd by Peter. Motion voted on; passed

GM BUSINESS 7:09pm

• **Store Report** Matt

- New LED lights were installed under the awning to help lighting in the front of the store. It has helped improve store visibility. Evening sales have improved.
- Sales have been down 5%. There were a few 20% off sale specials throughout the month.
- There have been inconsistencies with the POS system in getting accurate sale pricing. Matt determined that the POS had programming glitches where some items were discounted and others were not discounted.
- Sales have improved. Down 1.5% last week and improving after busier week.
- Turkey sales were great and almost sold out. This is significantly better than last year's sales.
- Pete questioned if there is a plan in place for if an employee is out with COVID. Matt reassured that he is following all state and federal guidelines about this and will be taking the reporting on a case-by-case basis. Nikki recommended preparing a canned statement for responding to any future challenge from community if notifications of ill employees not specifically communicated. Matt agreed to prepare a draft statement.

• **Policy Report** 7:26pm

- **B7 – Communication to the Board**
 - Reporting compliance

Tammy motioned to accept B1. 2nd by Peter. Motion voted on; passed.

- **B8 – Board Logistical Report**

- Matt is recommending that we create a backup of all digital files on a USB drive and store with paper files.
- Matt is reporting compliance

Tammy motioned to accept B1. 2nd by Annie. Motion voted on; passed.

BOARD BUSINESS 7:31 pm

- **D3 – Delegation to the GM**
 - Five of six board members responded to survey.

Peter motioned to accept D1 Board policy. 2nd by Nikki. Motion voted on; passed

- **D4 – Evaluating the GM**

- Five of six board members responded to survey.

Annie motioned to accept D1 Board policy. 2nd by Peter. Motion voted on; passed

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- **Communications Committee** **Nikki**
 - No new actions have been received from Vicki
 - Dina has agreed to pick up the remaining thank you notes that Nikki dropped off at the store early November. Jenni volunteered to help complete the notes. Dina and Jenn should contact Matt or Vicki to get any additional notes that came in after early November and get those notes sent out as well.
 - Leigh and Jenn volunteered to join Communications Committee in January, at the start of their Board of Director term
 - Board directors/members can write blog articles any time.

- **Capital Campaign**
 - Discussed option of board directors pooling their C-shares to show board commitment to capital

- **Board position nominees**
 - President
 - Vice President
 - Secretary - Annie
 - Treasurer
 - Communications Committee – Leigh and Jenn

- **Board Training**
 - CBLD (Cooperative Board Leadership Development) 101 workshops will be available on January 23, 2021 through online training. Cost: \$75/per person. Jenni, Peter, Jenn B, Leigh and Dina are interested in attending.

- **Board Intra-Communication**
 - A new Slack account set up using board email. (it had been previously set up using former president’s email)

- **Q & A** – none

Tammy motioned to move to closed executive session to discuss possible store expansion and capital campaign. Meeting moved to closed executive session at 8:09pm. Motion was 2nd by Annie.

Tammy motioned to move out of closed Executive Session at 8:27 pm. Motion was 2nd by Anne. Motion voted on; passed

Open Discussion: None

Assigned Responsibilities that resulted from Board Meeting

TASK	RESPONSIBLE PARTY	COMPLETION GOAL DATE
Complete Capital Campaign thank you notes	Dina & Jenni	Before 12/24/2020

Tammy motioned to adjourn. 2nd by Jenni. Meeting adjourned at 8:28pm
Next meeting rescheduled for January 13th at 7:00pm.