

Spiral Natural Foods
Board of Directors Meeting Minutes
November 11, 2020 at 7:00pm

Location of Meeting: videoconferencing via Skype due to State of Minnesota Shelter in Place order

Attendees: Tammy McGinn, Jenni Garlough, Annie Zastera, Renee Thompson, Matt Malecha, Leigh Arnoldy, and Jenn Bierma, Peter Maccaroni, and Dina Sagan. Absent: Nikki Milton

ADMINISTRATION **7:07pm**

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

BOARD DECISIONS

• **Consent Agenda** **7:08 pm**

- November 2020 Meeting Agenda
- October 21, 2020 Meeting Minutes
- October 21, 2020 Executive Meeting Minutes

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

GM BUSINESS **7:09pm**

• **Store Report** **Matt**

- The lights in the parking lot have not been working so it appears that store is not open. This has slowed down sales after dark. Matt has checked on pricing for fixing or replacing the light
 - \$12,700 to replace
 - \$750 to get light bulbThere is a city ordinance that parking lots need to be lit. The responsibility to replace should fall to building owner. Dina asked if a 2nd neon 'OPEN' sign can be put in the south window.
- 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 were some items were discounted and others were not discounted.

• **Policy Report**

○ **B1 – Financial Conditions and Activities**

Matt was able to improve on reporting due to upgraded CoMetrix software

- Non-compliant:
 - B1.1
 - Power failures caused sales % to decline. Matt put in a claim to insurance and Xcel to recoup some financial losses from outages. Co-op Basics/Deals did not start up until end of Q1 so positive aspect of this program did not show up on this report. To reduce labor costs, staffing was reduced as well as marketing staff.
 - B1.2
 - Power outages and NCG membership reduced income.
- Compliant
 - B1.3, B1.4, B1.5, B1.10
 - Membership growth this past quarter was 42 new owner/members. Current total: 2,032.

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

BOARD BUSINESS **7:58 pm**

• **D2 – Accountability of GM**

- Five of six board members responded to survey.

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

• **Communications Committee** **Nikki**

- No new report

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- 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**
 - Secretary – Jenni and Annie
 - Communications - open
- **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 8:22pm. Motion was 2nd by Annie.

Tammy motioned to move out of closed Executive Session at 8:39 pm. Motion was 2nd by Anne. Motion voted on; passed

- **Slack Communication Platform**
 - Slack was set up by previous president and her email. Tammy might have to create a new Slack account to have more direction to send messages to board directors/members.

Open Discussion: None

Assigned Responsibilities that resulted from Board Meeting

TASK	RESPONSIBLE PARTY	COMPLETION GOAL DATE

Tammy motioned to adjourn. 2nd by Jenni. Meeting adjourned at 8:41pm
Next meeting rescheduled for December 9th at 7:00pm.