

Spiral Natural Foods  
Board of Directors Meeting Minutes  
January 11, 2023, 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, and Matt Malecha

**Absent:**

Call to Order at 7:01 pm: Tammy motioned to call the meeting to order, seconded by Leigh. The motion was voted on and passed.

**Administration 7:02 pm to 7:02 pm**

- **Consent Agenda - Tammy 7:02 pm**

- December 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 7:02 pm to 7:19 pm**

- **SNF Board Policy Register - Tammy 7:02 pm**

- Look through the Register, and we will discuss next meeting to approve or edit.

Tammy motioned that we move the Board Policy Review to our February meeting. Leigh seconded it. The motion was voted on and passed.

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

- We are around 30% up from last year - We had a higher trajectory but got hit with snow, ice, and holidays
- Prices have been constantly rising
- We have to order Holiday items months in advance and not everything sold as great as we had hoped. Going forward, we will limit how many specific holiday items are purchased in the first place.
- Personnel changes will be happening.
  - Brenda has been running the front end and is the wellness buyer, but we will be splitting that into two. Brenda will stick with the front end and customer service. We have someone who applied for wellness.
  - Cassie has been filling in on social media and functions of the store and has been doing great in the store. She will start as the Operations Manager in the next few weeks to help Matt.
  - Malena will be starting as Deli, Meat, and Cheese manager
  - We'll have to look for a new assistant for that section
- We are part of the Hastings Restaurant Week
- Hot Sandwiches have just started this week, and they are popular!

**Board Business 7:20 pm to 8:40 pm**

- **Bi-Weekly Check-In - Tammy & Pete 7:20 pm**

- Pete and Tammy will meet with Matt every other Thursday

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- **Conflict of Interest/Code of Conduct - Tammy/Annie 7:22 pm**
  - In the forms folder - Everyone needs to fill out – Print, sign, and put in the board box at the store by the end of the month
    - EVERYONE - Code of Conduct
    - NEW - Responsibilities of New Board Members
  
- **Executive Position Elections - Tammy 7:33 pm**
  - President - Tammy nominated - Annie moved that Tammy is our President. Leigh seconded. Motion passed.
  - Vice President - Pete nominated - Tammy moved that Pete is our Vice President. Leigh seconded. Motion passed.
  - Secretary - Annie nominated - Tammy moved that Annie is our Secretary. Pete seconded. Motion passed.
  - Treasurer - Jenni nominated - Tammy moved that Jenni is our Treasurer. Michelle seconded. Motion passed.
  
- **GM Evaluation - Tammy 7:39 pm**
  - The 2023 spreadsheet is created in Google Drive, but the request was to move it to Dropbox so everyone has access to it
  - Columinate now has a GM Compensation – It is a tool that allows you to put in a position and store size, it gives a general range for that position – We're close to the 50 percentile for most positions
  
- **New Board Members - Tammy 7:56 pm**
  - CBLD101 - Jan 21 – Amanda & Jenni had a snafu with billing but we are working things out. Matt is working on it
  - Matt and Pete are working on getting the Co-op as a member, which would smooth out billing issues
  - Michelle needs to still do a store walk through
  - If new members want a mentorship, reach out and we will do what we can to help
  
- **Communications Committee - Jenni, Leigh 8:03 pm**
  - We no longer have Jenn so it would be nice to have one to two more members since we are wanting to focus on outreach
  - Matt suggests that we look at what functions we want this committee to do and if we need to revisit the Charter, what things we want to push for, and how that can work together with the store and marketing things
  - Encourage committee to create a shareable calendar where we can sign up for things and support these outreach and events for the co-op
  - Pushing for board members to participate in at least one event each month
  - Matt would like to meet in person at least once a quarter to get that connection back and encourage conversations
  - Michelle is interested in joining the committee – Everyone will need to help pitch in with tasks as well

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- **Board Meeting Timing Discussion - Tammy 8:15 pm**
  - We would like to do quarterly meetings in person.
  - There was a discussion about different evenings to move all meetings or just to move the in-person ones
  - In-person meetings, we can meet Sundays in the back room of the store, at a coffee store, at a winery, at a carpenter, or at other locations
    - 2nd Sunday noon or later
    - Starting in March

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
Look through the SNF Meeting Draft	Everyone	Before February Meeting
Revisit Code of conduct & Statement of Agreement	Everyone	Sometime in the next few months
Revisit Job Descriptions	Everyone	Sometime in the next few months
Move the SNF Monitoring Reports to the dropbox	Annie	Next week or two
Meet with Columinate to figure out if we want to sign up for a membership	Matt & Pete	This week
Create a Poll for in-person meetings	Annie & Tammy	This week
Make new board Calendar for Store	Annie	ASAP

Tammy motioned to adjourn. It was seconded by Leigh, voted on, and passed. The meeting closed at 8:40 pm.

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