

# Spiral Natural Foods Board of Directors Meeting Minutes July 8, 2020 at 7:00pm

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

**Attendees:** Tammy McGinn, Jenni Garlough, Peter Maccaroni, Annie Zastera, Nikki Milton and Matt Malecha.

## **ADMINISTRATION** **7:03 pm**

- **Call to Order** Tammy motioned to call meeting to order; 2<sup>nd</sup> by Renee. Motion voted on; passed

## **BOARD DECISIONS**

### • **Consent Agenda** **7:05 pm**

- July 2020 Meeting Agenda
- June 6, 2020 Meeting Minutes
- June 28, 2020 Special Meeting Minutes
- June 6, 2020 Executive Meeting Minutes
- June 28, 2020 Executive Special Meeting Minutes

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

## **GM BUSINESS** **7:07 pm**

### • **Store Report** **Matt**

- June sales down 8%. This follows the trends in other coops and grocery stores. Reduced sales happened mainly in deli and wellness.
- An NCG email and Facebook blast went out explaining what NCG membership means for owners and shoppers.
- Cost of goods from UNFI is already showing a reduction since becoming a NCG member.
- On July 7, 2020, the board approved a line of credit for \$27,000 from Vermillion Bank.
- Matt applied for a \$10,000 grant from State of MN. The grant is rewarded through a lottery system.
- A/P account balances are still being paid. Current total is \$70,000.
- Staffing: looking for cashier and deli/cheese and produce manager

### • **Policy Report**

#### ○ **A (Global Ends)**

- To create a new Ends Statement, Matty asked for feedback from staff with these questions:
  - What does community mean to them?
    - Supporting local farmers and producers; working with other coops; a business doing the right thing for the right purpose; offer healthy products for a healthy community; supplying ethically sourced items.
  - Why shop at the coop?
    - Feeling of family; provides education about food and products; personable; ownership
- Ask that each board create their own example of Spiral End Statement. Renee will post a document on DropBox for each board member to place their example. Due date is 7/22/2020. Will review and finalize at next board meeting.

## **BOARD BUSINESS** **7:34 pm**

### • **C6 Policy (Officers)**

- Reviewed responses from Board survey/evaluations:
  - Need to focus on succession plan in the event a board director cannot complete their term
  - Need to improve on delegation of tasks
  - Suggested that each board director to make a document that lists where files are located, tasks that they are working on currently and any necessary passwords.
  - Table: discuss each board director's role and assigned responsibilities at next meeting.

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

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- No new updates.
- Should create an action plan to engage shoppers and/or members such as eCoupons, coupons, etc. . Vicki will be posting information about Coops Basics and Coop Deals, which should increase engagement. Should include Vickie
- **Owner Outreach Initiative**
  - Owner outreach should include: how are owners doing during COVID restrictions; anything else the coop can do for them; cold calling; open forum Zoom session. Jenni, Peter & Renee volunteered for cold calling.
- **Board Elections**  
(Renee, Nikki, Peter, Lynn) 1 application received. Another received. Peter re-run, Peter recruiting. Tammy updated election application details. Deadline is actually 8/15/20. The absolute latest date is 9/1/20.
  - Four board director positions will be open for upcoming elections. (Renee, Nikki, Peter & Lynn). One application has been received and another potential applicant. Peter is running and he is recruiting more candidates. Tammy updated election application details. Deadline for applications is 8/15/2020 with an absolute last date of 9/01/2020 so candidate information can be compiled and ballots created for store.

● **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 8:13pm. Motion was 2<sup>nd</sup> by Annie.

Tammy motioned to move out of closed Executive Session at 8:41 pm. Motion was 2<sup>nd</sup> by Annie. Motion voted on; passed

**Open Discussion:** None

**Assigned Responsibilities that resulted from Board Meeting**

TASK	RESPONSIBLE PARTY	COMPLETION GOAL DATE
Owner Outreach – cold calling	Peter, Renee, Jenni	During August/September

Tammy motioned to adjourn. 2<sup>nd</sup> by Jenni. Meeting adjourned at 8:421pm  
Next meeting rescheduled for August 12<sup>th</sup> at 7:00pm.