

Spiral Natural Foods
Board of Directors Meeting Minutes
May 10, 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, and Matt Malecha

Absent: Michelle Gallo

Call to Order at 7:06 pm: Tammy motioned to call the meeting to order, seconded by Pete. The motion was voted on and passed.

Administration 7:06 pm to 7:07 pm

- **Consent Agenda - Tammy 7:06 pm**

- April 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 7:07 pm to 7:55 pm

- **Store Report - Matt 7:07 pm**

- We are up from last year
- We have the tv, but it's HUGE, so it's too big for a menu board. Instead, we'll use it as a running screen for flyers, tags, updates, etc.
- We're doing a reset in the Wellness section to group things that are similar and make it flow better
- Krista is leaving us, so we will be posting for a job once again
- We will have some college employees coming back for the summer, though, so we're in a good position

- **B1 - Matt 7:12 pm**

- Overall, it is reported as compliant with B1.1 and B1.5, with plans to address the shortfalls
- Our sales growth is currently 33.8%. While we would love for it to continue, we are budgeting for it to settle back to a 6% reality.
- Our Margin Minus Labor has shown a decline because we have staffed with a new Wellness Manager, DMC Manager, Produce Manager, and Operations/Marketing Manager, AND we've adjusted wages to compete with the current market. Overall, those with lower wages have had much more turnover.
- Sales per Labor Hour have shown a decline due to new wages, but it was a necessary bump
- Inventory turnover is better than last year, but it is still trying to figure out its new normal. Different things are selling better at the new store so we need to adjust. With our new managers and new floor plan, we need to work on improvements to make this number better
- Matt's strategy to improve numbers is to implement buying budgets
- We have seen a higher number of theft, especially high-ticket and small-sized wellness items

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- Our liquidity ratio is staying constant but not improving. Right now, we are wrapped up in a lot of moving and expanding expenses
- We've gained 33 new members, and our active member number has increased
- Shrink is one of our biggest problems – Deli is something that requires fresh items but then is wasted if it's not sold, Grocery is too high right now because of shelving and product issues, and we need more bulk/dairy to keep things going
- There needs to be a better and more universal system for date ranges

Tammy motioned to approve the B1 Report as Compliant in B1.1 and B1.5 with the understanding that Matt will touch base in two weeks each month after the board meeting with the President and Vice President. Leigh seconded it. The motion was voted on and passed.

Board Business 7:55 pm to 8:23 pm

● **C4 Board Business - Tammy 7:55 pm**

- It was all 4's and 5's with no issues

Tammy motioned to approve the C4 Report as Compliant. Amanda seconded it. The motion was voted on and passed.

● **Membership Investment Return Request - Tammy 7:56 pm**

- A member has formally requested a return of their membership investment. The email was shared with Board members via Slack prior to the meeting
- We are financially stable at this point overall
- The member was in good standing
- Michelle Gallo voted absentee via Slack to approve this vote as well
- Tammy will reply with a general response and confirm the address

Tammy motioned to Return the Membership for this member. Pete seconded it. The motion was voted on and passed.

● **Upcoming Events/Planning Sheet - Leigh 8:08 pm**

- Leigh created a planning sheet to touch base with events happening two months out so we are all on the same page and everyone knows what's happening, especially if someone is missing
- Leigh will add it to Dropbox and Slack
- Pride Festival
 - June 3 – was moved up a week
 - Spiral will walk in the parade (11 am). The board is welcome to join
 - We would like to set up a table – We'll do stickers and tell people about the co-op
- Coffee with the Board
 - June 15 from 4-6 pm
 - All board members will be there to chat with any co-op members
 - We will transition right into the in-person meeting at 6:00 pm
- 4th of July Parade
 - Looking into finding information to walk possibly
 - Matt will reach out to find out the details

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- **Communications Committee - Jenni/Leigh** **8:23 pm**
 - No New Business

There was no need for an executive session this evening. Everything was covered, and we are up to date with the information.

Tammy motioned to adjourn. It was seconded by Leigh, voted on, and passed. The meeting closed at 8:24 pm.

The next meeting will be held in person at Geek Haven on Thursday, June 15, 2023, at 6:00 pm.

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Open Discussion: None

Assigned Responsibilities that Resulted from Board Meeting:

Task	Responsible Party	Completion Goal Date
Reach out to Cassie about Spiral Snail Options	Annie	ASAP
Meet to discuss B1 numbers	Matt, Tammy, & Pete	Two Weeks
Figure out 4th of July Parade Information	Matt	Soon