

Spiral Natural Foods
Board of Directors Meeting Minutes
June 15, 2023, at 7:00 pm

Location of Meeting: Geek Haven Coffee Shop

Attendees: Tammy McGinn, Annie Zastera, Jenni Garlough, Leigh Arnoldy, Amanda Olson, and Matt Malecha

Absent: Pete Macaroni, Michelle Gallo

Call to Order at 6:08 pm: Tammy motioned to call the meeting to order, seconded by Leigh. The motion was voted on and passed.

Administration 6:08 pm to 6:09 pm

● **Consent Agenda - Tammy 6:08 pm**

- May Meeting Minutes
- Bonus Slack Discussion Minutes
- Agenda for Evening's Meeting

Tammy motioned to approve the Consent Agenda and Minutes. Jenni seconded it. The motion was voted on and passed.

GM Business 6:09 pm to 7:21 pm

● **Store Report - Matt 6:09 pm**

- During the pride parade, there was a question about what the co-op is doing other than just showing up for the parade to support – we have Inclusive Trade talking cards that highlight different brands owned by different people in different walks of life
- We will be getting four new 3x3 foot produce bins for FREE! One of our vendors gets them and will share them with us. They even put our logo on them. They are easier to change the layout vs. the current slanted bins. They are more stable and more functional.
- We have cut down on staffing – one college person who has too many jobs, one that got a more permanent position somewhere else
- Currently, Cassie is opening and working as a cashier until 11 but is multitasking. Matt arrives at 11 to help with the busy rush until around 1. He uses his morning hours to check in with buyers, staffing, random Co-op needs, administrative skills, etc.
- We are currently suffering in our dairy section due to the Creamery issues. We need to reassess options for going forward. This will be a long process.

● **B2 - Matt 6:29 pm**

- Reporting compliance with all parts of the policy – He has done everything that is asked throughout this policy with the information given. Functionally, our cash on hand has suffered, but that is described below.
- We budgeted as best as possible with the data given during our expansion. We anticipated \$2.1 million dollars. It didn't happen, although we did increase our sales, but it was not to the level we thought it would. Our numbers were done before COVID, would have cost money we didn't have to re-do, and would have slowed or stopped the expansion, functionally closing our store completely.

Spiral Natural Foods
Board of Directors Meeting Minutes
June 15, 2023, at 7:00 pm

- Matt has a business plan and a multi-year fiscal plan.
- The market has changed, and we had to adjust our wages in order to compete at all with staffing.
- Matt took a more conservative approach, waiting to see what would happen but realized too late that our cash on hand was too low.
- We have invested highly in equipment. They are paying off well, but it still affects the immediate cash on hand.
- Matt recommends better aligning our goal from the small store location to a larger location protocol.
- Jenni and/or Michelle, and Matt will meet to create the Board Budget
- Matt's proposed changes:
 - Labor as a percentage of sales dropped down to 22% (now at 25%)
 - Margin minus labor goes up to 16.5% (now at 14%)
 - Sales per labor hours above 90 (currently 67)
 - Inventory turnover to 40 (currently 60)

Tammy motioned to approve the B2 Report as Compliant with the changes in the operational definitions AND the upcoming Board budget created. Leigh seconded it. The motion was voted on and passed.

Board Business **7:22 pm to 7:47 pm**

● **C2 Agenda Planning - Tammy** **7:22 pm**

- We didn't have sufficient responses, so it will be pushed back.

Tammy motioned to move the C2 Report to the next month. Leigh seconded it. The motion was voted on and passed.

● **Upcoming Events/Planning - All** **7:23 pm**

- Looking at Carpenter Nature Center for our Annual Meeting
 - We will be having some board positions this time around
 - We will need to re-vote for Michelle and Amanda - Pete & Leigh's positions are up
 - Jenni & Annie's terms will also be up
 - We all need to recruit people willing to run for the board to have the best options and ability to vote – We need at least two people.
- Board Application needs to be updated – In Dropbox
- We invited Cassie to Slack so she can be our Co-op contact
- Rivertown days - we are not doing anything official
- One year anniversary of the new store is Saturday!

● **Communications Committee - Jenni/Leigh** **7:35 pm**

- Jenni is going to go to the Library to make buttons by September.
- Committee (Leigh) will check in with Cassie to see if anything is happening in the store.
- Also, check to see if anything is happening in the community
- Brews with the Board at Spiral Brewery in August – August 10 from 6-8

Spiral Natural Foods
Board of Directors Meeting Minutes
June 15, 2023, at 7:00 pm

Tammy voted to move to Executive Session at 7:48 pm. Leigh seconded it. Everyone voted and passed.

Tammy motioned to adjourn. Leigh seconded it. Everyone voted and passed. The meeting closed at 8:29 pm.

The next meeting will be held via Skype on Wednesday, July 12, 2023, at 7:00 pm.

