

Spiral Natural Foods  
Board of Directors Meeting Minutes  
March 10, 2021 at 7:00 pm

**Location of Meeting:** video conference via Skype due to COVID restrictions

**Attendees:** Tammy McGinn, Jenni Garlough, Annie Zastera, Leigh Arnoldy, Jenn Bierma, Dina Saga, and Matt Malecha

**Administration 7:05 pm**

- Call to Order: Tammy motioned to call the meeting to order, seconded by Jenn. Motion voted on and passed

**Board Decisions 7:06 pm**

- **Consent Agenda - Tammy**
  - March 2021 Meeting Minutes
  - March 2021 Executive Meeting Minutes

Tammy motioned to approve the consent agenda. It was seconded by Dina. The motion was voted on and passed.

**GM Business 7:07 pm**

- **Store Report - Matt**
  - Finished February ahead by a hair from last year
  - March is staying on trend but last year was right when people started to panic buy
  - No staff changes, deals, etc. - Did cut back hours a touch (admin is more Matt at this point)
  - There was a Facebook post in February that you can sign up for the vaccine online. We are getting letters asking about our store position on the vaccine. The post was simply informational and the store does not have a stance one way or another.
- **B4 (Membership Rights & Responsibilities) & B9 (Emergency GM Succession Plan) - Matt**
  - Both reports are reported as compliant on all points
  - Matt's recommendation in the B4 report is that the board assign time during a regularly scheduled meeting to discuss communicating to preferred stock shareholders. The board will add this discussion to our annual calendar at the end of the calendar year each year. We will discuss and vote each December to be communicated in January. If we discuss patronage credits, we will discuss that at the end of each fiscal year.
    - Tammy motioned to add the Preferred Shareholders Discussion and vote each December. Leigh seconded, the motion was voted and passed.
    - Jenn motioned to add the Patronage Discussion and vote to each September. Jenni seconded the motion, the board voted and passed.
  - Tammy motioned to approve the B4, as he is compliant. It was seconded by Leigh. The motion was voted on and passed.
  - Matt has selected three people delegated as successors should something happen to the GM, outlined in the B9 report. Their comfort levels varied but

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overall, were strong. They have trainers and a schedule laid out for board meetings.

- Tammy motioned to approve the B9, as he is compliant. It was seconded by Jenn. The motion was voted on and passed.

**Board Business 7:29 pm**

- **C1 Policy - Tammy**

- Governing Style Policy
- Overall, the board gave 4's and 5's, stating that we are compliant and diligent. There is still always room for improvement and that we each need to stay on task for individual tasks.
- Jenn motioned to approve the C1 Report. It was seconded by Tammy. The motion was voted on and passed.

- **Communications - Jenni, Jenn, Leigh 7:46 pm**

- The group is setting up a meeting to connect and plan next week

Tammy motioned to move to the closed executive session to discuss store expansion and capital campaign. Meeting moved to the closed executive session at 7:48 pm. The motion was seconded by Jenn, voted on, and passed.

Tammy motioned to move out of the closed Executive session at 9:03 pm. The motion was seconded by Jenni. The motion was voted on and passed.

**Open Discussion:** None

**Assigned Responsibilities that resulted from Board Meeting:**

<b>Task</b>	<b>Responsible Party</b>	<b>Completion Goal Date</b>
Revise and share google calendar with tasks and dates with the board	Annie	ASAP
Communication Committee Meeting	Jenni, Jenn, Leigh	Next Week

Tammy motioned to adjourn. It was seconded by Jeni, voted on, and passed. The meeting closed at 9:04 pm.

Next meeting is scheduled for April 14, 2021, at 7:00 pm.