

Spiral Natural Foods

Board of Directors Meeting Minutes

September 16, 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, Renee Thompson and Matt Malecha. Vicki Scott, Spiral Marketing. Absent: Nikki Milton due to work conflict

ADMINISTRATION 7:01pm

- **Call to Order** Tammy motioned to call meeting to order; 2nd by Peter. Motion voted on; passed

BOARD DECISIONS

• **Consent Agenda** 7:02 pm

- September 2020 Meeting Agenda
- August 12, 2020 Meeting Minutes
- August 12, 2020 Executive Meeting Minutes

Annie motioned to approve consent agenda. 2nd by Tammy. Motion voted on; passed

GM BUSINESS 7:04 pm

• **Store Report**

Matt

- Meat and dairy sales were up and wellness sales saw a decrease in August.
- NCG Co-op Basics is being promoted. It offers lower prices for staple items.
- NCG Co-Op Deals flyers will be going out in newspapers in Hastings.
- Used tax relief program to help offset the cost of some employees being out when they had been exposed to COVID. No positive COVID cases in the store to date.

• **Policy Report**

○ **B1**

- B1.1 and B1.2 – non-compliant
 - B1.1 – Plan: Increase exposure due to the comments from numerous shoppers that they did not realize the store was open. The misconception with the liquor being vacant that Spiral was also closed. The launch of Co-Op Basics and Co-Op Deals should help with 2nd quarter financials. Flyers will be included in local newspapers.
 - B1.2 – Plan: Had to reduce hourly wage back to prior to COVID because current sales could not afford to keep the increased wage. New positions have been put on hold and looking for additional ways to cut operational costs. NCG purchasing agreement will reduce cost of goods.
- B1.3, B1.4, B1.5 and B1.10– compliant

○ **B3 – Asset Protection**

- Matt is not receiving enough data from other coops to complete a comprehensive B1 d/t COVID businesses not running as normal. One week ago, only 9 out of 24 stores reported. Today, 15 out of 24 stores reported. Requesting to postpone B1 report for a few weeks until Matt can obtain more data.

Tammy motioned to accept B3. 2nd by Peter. Motion voted on; passed.

BOARD BUSINESS 7:25 pm

• **C8 – Governance Investment**

- The Board discussed training for new board members. Recommend CBLD 101 and will continue mentoring new Board members from November thru January

Tammy motioned to accept C8 Board policy. 2nd by Annie. Motion voted on; passed

• **Communications Committee**

Nikki

- No new updates.

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- **Owner Outreach Initiative**
 - Thank you notes have been going out. Letters, envelopes, and stamps are ready. Nikki stops by the store when to write a personal message when a thank you note needs to be mailed.
- **Annual Meeting** **Vicki**
 - Format: Spiral Fest (brewery and pizza) from 3-5pm- food trucks, Peace coffee and Gerhardt's (maybe). Coupon from brewery for a free beer after meeting. Voting cutting off 5:30pm. Need more confirmed food trucks for event. Vicki will assign jobs and board members can sign up to help. Meeting may be held in new space if building owner will allow. Meeting may be a private Facebook live event or Zoom. Meeting will start at 6pm. Speakers: Matt & Tammy; discuss Capital Campaign. Vicki will be touch with board as things come up.
- **Expansion Update for Membership – Matt**
 - Accepted member loans and donations and C-shares - so far over \$22,000. Letters mailed on 8/20/2020 about capital campaign. Capital campaign packets mailed out total 45.
- **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 8:21pm. Motion was 2nd by Peter

Tammy motioned to move out of closed Executive Session at 8:50 pm. Motion was 2nd by Peter. 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. 2nd by Annie. Meeting adjourned at 8:51pm
Next meeting rescheduled for October 14th following Annual Meeting ~7:00pm.