

Spiral Natural Foods  
Board of Directors Meeting Minutes  
August 10, 2022, at 7:00 pm

**Location of Meeting:** video conference via Skype

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

**Absent:** Pete Macaroni

Call to Order at 7:10 pm: Tammy motioned to call the meeting to order, seconded by Leigh. The motion was voted on and passed.

**Administration** **7:10 pm to 7:11 pm**

● **Consent Agenda - Tammy 7:10 pm**

- July Meeting 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** **7:11 pm to 7:25 pm**

● **Store Report - Matt 7:11 pm**

- Store is doing quite well
- We are up about 42% over last year in sales from last year!
- We haven't hit our intended goal for packaged groceries yet, and wellness hasn't grown yet
  - Wellness - CBD had to get pulled, but it's back
  - We have a new order person in that department, so things are a little slower
  - We've done a few resets to try to utilize better the space
  - Some of our shelving has finally arrived, which will help with space
- Deli sales are 100% up, but we were hoping to have the counter top up and running and it's not there yet
- On August 22nd we'll have the fiscal review, which will give us a great view on how things are actually going
- We're still hiring for grocery stocker, front end, and possibly someone in produce. We may need extra hours to pick up for kids going back to school as well
- Matt put a downpayment on automatic door openers

● **B1 Policy - Matt 7:23 pm**

- The B1 is about the Co-op's Financial Condition
- Matt is requesting an extension for this report until after we have the financial review done

Tammy motioned to push the B1 Policy to our September Meeting. Leigh seconded it. The motion was voted on and passed.

**Board Business** **7:26 pm to 8:16 pm**

● **Board Policy - C7 Policy - Tammy 7:26 pm**

- C7 is about Board Committees

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- In general, there was a general sense that people weren't sure what the difference between a committee and a task.
- Committees have a charter, an official task, and consist of board members and possibly co-op volunteers
- They have an official voice if they are operating within their charter and guidelines, having some authority
- We have one ongoing committee, the communications committee. This committee has a charter, with specific responsibilities laid out - with a big push on outreach and reaching out to membership
- Now that expansion is finished, we can revamp our outreach and what specific tasks the committee can be doing
- The committee members are tasked with meeting together to brainstorm as well

Tammy motioned that we accept the C7 Policy as Compliant with the understanding that we will add time for brainstorming for the Communications Committee on our September Board meeting. Leigh seconded it. The motion was voted on and passed.

- **Board Elections - Tammy 7:40 pm**

- We have two applications submitted so far
- Their items are already in dropbox and ready to go
- Jenn has submitted her resignation letter to the board - She will remain until elections but has one year remaining on her term
- Applications need to be in by September 1st
- Annie and Jenni's terms are both up
- Dina has moved to Bloomington so she has been thinking about how much she can dedicate to the board. She is willing to finish her term if no one will take it but is open to allowing someone else to finish as well. We will officially open up her last year's spot
- Everyone should keep recruiting
- Potential Date for our Annual Meeting is either Oct 12 and a hopeful plan is to have it in the store

- **GM Evaluation - Matt & Tammy 7:58 pm**

- We should have done a GM evaluation by the end of July but it got overlooked with the expansion finishing
- We need to do the D4, which reviews all of the GM's policies
  - We can either do it by external reporting or internal
- Historically, someone on the board keeps a tally as we go - We have it on each month's minutes this year
- Annie will go through our information to compile the information and present it to the board

Tammy motioned that provide the GM Evaluation to Matt by the end of September. Jenn seconded it. The motion was voted on and passed.

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- **Education Coordinator - Tammy 8:09 pm**
  - Pete sent an email, requesting information - Make sure to respond
  
- **Communications Committee - Jenni, Jenn, Leigh 8:10 pm**
  - Nothing new this month

There was no need for an Executive Session during this meeting.

**Open Discussion:** None

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

<b>Task</b>	<b>Responsible Party</b>	<b>Completion Goal Date</b>
B1	Matt	September Meeting
Brainstorm Ideas for the Communications Committee/ Outreach	All	Between now and September Meeting
Discuss Communication Committee outreach tasks	Board	September Meeting
Look at the Charter for the Communications Committee	Board	By September Meeting
Compile results of GM policies from this year, listing if they were compliant or not, and what happened (July 2021 to June 2022)	Annie	By Sep 1, 2022
Review previous GM Reviews and feel confident on policies	Board	By Sep 1, 2022
Find more potential board members		

Tammy motioned to adjourn. It was seconded by Dina, voted on, and passed. The meeting closed at 8:17 pm.

The next meeting is scheduled for September 14, at 7:00 pm.