

Spiral Natural Foods
Board of Directors Meeting Minutes
January 12, 2022 at 7:00 pm

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

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

Absent: Pete Macaroni

Administration 7:10 pm

- Call to Order: Annie motioned to call the meeting to order, seconded by Leigh. The motion was voted on and passed.

- **Consent Agenda - Annie 7:11 pm**

- December 2021 Meeting Minutes

Annie motioned to approve the consent agenda and minutes. Dina seconded it. The motion was voted on and passed.

GM Business 7:13 pm

- **Store Report - Matt 7:13 pm**

- Still up for the month of January over last year
- Haven't closed December yet so won't know the numbers for the quarter until tomorrow or the end of next week.
- The store has been going well
- Really focusing on getting proper reports and numbers to proper people for the expansion project
- Should have more movement by the end of next week so permits won't go until the following week if things go as planned
- Still hopeful for the Mid-March timeline
- Have some business c-shares and loans promised to help our campaign - Updates will be going out in newsletters

- **Global Constraints- B Policy Matt & Tammy 7:20 pm**

- Discussed the B Policies and our Global Ends statement
- Rediscovered the B1 in reference to last January's discussion on a possible change - The discussion is what is "adequate growth" is and do we need to redefine that term
- Matt suggested that we still hold the course and re-evaluate it again next year. We are doing a lot of changes and our norms are all going to be flipped this year
- The parameters are shifting for all co-ops but we don't know which direction to change is yet with COVID and moving and everything.
- The board feels confident in our current policy checks and the information Matt shares with us each month.
- We need to create a calendar with our upcoming board meetings and then post it in the store - Annie will post
 - Second Wednesday of the month @ 7 pm - email board for the link

Board Business 7:40 pm

- **Board Policy - C & D Policies 7:40 pm**

- Matt feels the language is fairly clear on them

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- Right now we use a google form to rate ourselves and then have a section for comments - Matt thinks it would be better to actually site what we are actually doing to give it a little more strength
- Edit the google form for these from comments to site example for all of C & D policies
- Matt asked about the possibility of looking to previous years to compare

Tammy motioned to change the language on our C & D policy forms to “Site Example” to ensure we are doing what we say we are. Dina seconded it. The motion was voted on and passed.

- **Board 2022 Officer Positions 7:58 pm**

- President - Tammy McGinn
- Vice President - Pete Maccaroni
- Treasurer - Jenni Garlough
- Secretary - Annie Zastera

Leigh made a resolution to keep all officers’ roles as they have been in the previous year as listed above. Jenn seconded it. The motion was voted on and passed.

- **Shared Capital Resolution 8:06 pm**

- We are still waiting on the paperwork so will discuss it when it arrives

- **Expansion Planning & Capital Campaign Up 8:06 pm**

- Leigh and Jenn have been discussing paper snail contributions - Dina volunteered to cut out snails once they are printed
 - People will get to donate and the snail will be color-coded based on their contribution
- Matt suggested the board start writing thank you cards to those who have already supported - Dina, Leigh & Jenn will start and make this an ongoing project – Matt will do a weekly check-in with the ladies & Annie will do a check on website donations
- Matt also suggests that we do an appeal letter to those who have given in the past
- Reach out to anyone who took a c-share packet without returning it to see if they would like to support us now with updated information - Leigh will do that while she’s in the store
- Jenn will put her event ideas in slack to see what we are excited about
- Discussion on a possible event and if there is a budget available
 - Money is fine as long as we make at least that amount back
 - Utilize volunteer power as much as we can

- **Communications Committee - Jenni, Jenn, Leigh 8:40 pm**

- Nothing to report - See above

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

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Open Discussion: None

Assigned Responsibilities that resulted from Board Meeting:

Task	Responsible Party	Completion Goal Date
Update Policies Logo	Annie	ASAP
Make Sign for Store	Annie	ASAP
Swap Comments to Site Example	Annie	Before each policy goes out for 2022
Thank you cards to donators	Dina, Jenn & Leigh	Now & Ongoing
Meet weekly for instore donations	Leigh	Weekly
Online Thank you	Jenn	Weekly
Make a Spreadsheet in dropbox to track thank-you notes	Leigh	ASAP
Make a general thank you letter template & Post it on Slack	Jenn	ASAP
Update people who have requested information but haven't given money yet	Leigh	In this week
Put event ideas on Slack	Jenn	ASAP
Sign up for times for the board to be in the store	Everyone	Ongoing

Tammy motioned to adjourn. It was seconded by Jenn, voted on, and passed. The meeting closed at 8:44 pm.

The next meeting is scheduled for February 9, 2022, at 7:00 pm.