

Spiral Natural Foods
Board of Directors Meeting Minutes
May 11, 2022 at 7:00 pm

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

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

Absent:

Administration 7:05 pm to 7:05 pm

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

- **Consent Agenda - Tammy 7:05 pm**

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

GM Business 7:06 pm to 7:26 pm

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

- Sales are up, as with wages to stay competitive and actually hire anyone
- Meeting with NCG in two weeks
- We need at least two more full-time and some part-time employees
- Stickers are off the windows next door! There is still a lot of adhesive left though

- **B5 Policy - Matt & Tammy 7:12 pm**

- Special orders have gone up a lot
- Sales are up 15%, which means more people are coming in the door
- There isn't a good way to get customer feedback. Most of the feedback is related to requesting stock. The emails are typically trying to sell something. Think about a QR code that would take you right to a form.

Tammy motioned to accept the B5 Policy as Compliant. Jenn seconded it. The motion was voted on and passed.

- **B1 Policy - Matt & Tammy 7:23 pm**

- Cometrics didn't like the forms Matt sent to request informatoin so we are waiting for the documents needed to finish the report

Tammy motioned to move the B1 Policy to the June meeting. Pete seconded it. The motion was voted on and passed.

Board Business 7:26 pm to 8:04 pm

- **June Meeting - Tammy 7:26pm**

- The June Meeting falls right when we are moving the store to the new location so we discussed to move the meeting back one week.

Tammy motioned to move the June meeting back one week. Jenn seconded it. The motion was voted on and passed.

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- **Board Policy - C4 Policies - Tammy 7:27 pm**
 - The only part is that any decisions made outside of regular meetings need to be added to the minutes officially

Tammy motioned that we accept the C4, with the goal of doing a better job of adding things to minutes. Jenn seconded it. The motion was voted on and passed.

- **Expansion Planning & Capital Campaign Update - Matt 7:30 pm**
 - Matt shared pictures of the floor with tiles removed
 - They are starting backer board and outlets.
 - Next week they will paint, start putting up the half-walls, and get the kitchen moved over
 - The following week will be when cases and coolers get installed - We are getting new coolers and cases and will try to sell the old ones
 - Valley did a walk through and offered a matching C-Share purchase of \$12,500. So we need to make a push to find C-Shares. - We are just waiting for official board approval from Valley before we advertise.
 - If we don't raise enough money, we will need to make cuts on equipment purchases to maintain cash on hand and still move forward with the move
 - Things are progressing well, just everything is expensive
 - The back door won't come until mid-June so until then, we'll have to squeeze through the one door
 - There is still no sign for outside and that vender isn't responding right now
 - We officially closed with Vermillion and the City but MCCD hasn't closed yet - Matt and Annie need to go sign paperwork in person
 - Monday, June 6th is the tentative date for inspection and then we can move the next three days

- **Communications Committee - Jenni, Jenn, Leigh 8:04 pm**
 - Nothing to discuss right now

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

Open Discussion: None

Assigned Responsibilities that resulted from Board Meeting:

Task	Responsible Party	Completion Goal Date
Sign MCCD Paperwork	Matt & Annie	This week or next
Share timeline for volunteer needs	Matt	ASAP
Scrape adhesive from windows	Everyone	On-going

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Move the store	Everyone	June 7-9?

Tammy motioned to adjourn. It was seconded by Pete, voted on, and passed. The meeting closed at 8:05 pm.

The next meeting is scheduled for June 15, 2022, at 7:00 pm.

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On June 8, 2022 via Slack, the Board discussed the option to move the June meeting back due to the store move. Tammy motioned to move out the monthly board meeting to June 22nd to accommodate the store move. Leigh seconded the motion and there was a unanimous vote of approval.