

Spiral Natural Foods  
Board of Directors Meeting Minutes  
July 13, 2022, at 7:00 pm

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

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

**Absent:**

Call to Order at 7:06 pm: Tammy motioned to call the meeting to order, seconded by Leigh. The motion was voted on and passed.

**Administration 7:07 pm to 7:08 pm**

- **Consent Agenda - Tammy 7:07 pm**

- June Meeting Minutes
- Agenda for Evening's Meeting

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

**GM Business 7:08 pm to 7:37 pm**

- **Store Report - Matt 7:08 pm**

- Deli is keeping up right now with what we have but we need to hire someone so we can get it to where we actually want it AND open our sandwich stuff
- Store is up 30-40%
- Produce department is up 50-60% each week
- Frozen is up 71%
- Overall, we haven't hit the budget numbers we projected in the performa yet but we are still doing well and spending accordingly
- Watermelons are 39 cents per pound and our goal is to sell a bin a week - There is a small co-op in Southern MN that have provided the melons to local co-ops
- Our Grand Opening will be Aug 4-6
  - Ribbon cutting Aug 4
  - Working on getting food trucks, like Dairy Store Cheese Curds, Brats, etc
  - Working on getting samples from products in the store

- **B2 Policy - Matt 7:19 pm**

- The B2 is about Financial Planning and Financial Budgeting
- Matt supplied an overview of financial planning and then added supporting reports and numbers to back-up his claims
- Overall, things are successful and going well - Right now things look upside down but we also just took on lots of debt with our expansion

Tammy motioned to accept the B2 Policy as Compliant. Leigh seconded it. The motion was voted on and passed.

**Board Business 7:37 pm to 8:24 pm**

- **Board Policy - C6 Policy - Tammy 7:50 pm**

- This went over Officer Roles

Spiral Natural Foods  
Board of Directors Meeting Minutes  
July 13, 2022, at 7:00 pm

- Everything looks good, with the exception of looking into grant opportunities – especially since we've been so focused on expansion
- We decided to cycle back to options next meeting to devote more time

Tammy motioned that we accept the C6 Policy as Compliant with the understanding that we will add grant writing on our Aug Board meeting. Jenn seconded it. The motion was voted on and passed.

● **Expansion Planning & Capital Campaign Update - Matt & Tammy 7:40 pm**

- Grand opening listed above
- \$90,000 was our goal
- Only \$1,700 short
- Aug will most likely be when the Capital Campaign officially ends
- We just need to let the membership know where we are at and that things are ending
- Next step will be talking about dividends to membership - Matt suggested that we look at 1% to show good faith that members will actually get something back - We make that announcement at the Annual Meeting so will have it on the agenda in September
- Letters will go out to those who contributed - The wording was read and approved by the Board
- We need to get the Board bulletin board up in the store and then we can add minutes.

Tammy motioned that we accept the Letter as written. Jenn seconded it. The motion was voted on and passed.

● **Education Coordinator - Tammy & Pete 7:52 pm**

- Commulinate offers classes which great
  - CBLD 101 - Basics of what a co-op is and what being a board member means
  - CBLD also has three different programs to opt into for ongoing classes
- the University of Wisconsin offers some good classes
- Grant writing would be good to teach
- We also need to think about what we want to educate the membership about as well - This could be board driven or find experts
- Retreats mean going somewhere as a group to allow everyone to think with a different perspective
  - The last one we went on was in 2017
  - This could be a great way to figure out what our next focus and goals should be as a group
  - This is a good time to look at the next generation of people and the store as well
  - Typically this is the board only but not that staff can't be included – Might be nice to have employee feedback from staff prior to the retreat on any specific questions

Spiral Natural Foods  
Board of Directors Meeting Minutes  
July 13, 2022, at 7:00 pm

- Matt suggested November instead to mix old and new members
- Board should look at calendars to pick a day and Pete will look for a facilitator

- **Communications Committee - Jenni, Jenn, Leigh**      **8:17 pm**
  - The question is what are the goals for this committee going forward
    - Request was made to make a list virtually so the committee can stay on task and know what is going on
  - Current things would be getting news out about the Grand Opening, folding and stuffing envelopes, support Matt with any updates and sorting within the store, being present in the store to talk to members, let the community know the store is open and strong

Tammy motioned to move to the closed executive session to discuss store expansion and the GM contract. The motion was seconded by Jen, voted on, and passed. The meeting was moved to the closed executive session at 8:25 pm.

**Open Discussion:** None

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

<b>Task</b>	<b>Responsible Party</b>	<b>Completion Goal Date</b>
Re-visit Grant Writing and Treasurer Roles	Board	Next Meeting
Fold and stuff envelopes with Thank You letters	Board	This week and next
Think about retreat & education ideas	Board	Next few weeks
Find topics/facilitator for Retreat	Pete	Next few weeks

Tammy motioned to adjourn. It was seconded by Leigh, voted on, and passed. The meeting closed at 8:35 pm.

The next meeting is scheduled for August 10, at 7:00 pm.