

Spiral Natural Foods
Board of Directors Meeting Minutes
Wednesday, March 19, 2024 at 6:00 pm

Location of Meeting: Spiral Co-op

Attendees: Amanda Olson, Brandon Brayfield, Leigh Arnoldy, Brandon Lovejoy, Sue Taylor, and Matt Malecha

Absent: Katya Rouzina, Paige Gartzke

Call to Order at 6:10 pm: **Amanda** motioned to call the meeting to order, seconded by **Leigh**. The motion was voted on and **passed**.

Administration

6:10 pm to 6:11pm

- **Consent Agenda - Amanda**

6:10 pm

- **February** Meeting Minutes

Amanda motioned to approve the consent agenda and minutes. **Brandon B.** seconded it. The motion was voted on and **passed**.

GM Business

6:11 pm to 6:42 pm

- **Store Report - Matt**

6:11 pm

- We had over 24.5% growth; we're around 13th nationwide out of the 270+ co-ops for sales in February
- During times of recession, co-ops tend to do well; inflation naturally contributes to sales numbers
- There is some concern around tariffs and foreign products, which affects items such as pasta and chocolate; we do have insulation with our focus on buying local up to a point
- There is a new hire in deli
- All staff reviews are done
- Matt is filling in for during employee absence

- **B Reports - Matt**

6:27 pm

- **B9 Succession - Matt**

- Cassie has been trained in the process of succession
- This is a continuing process
- GM is reporting compliant

- **B4 Membership Policy - Matt**

- Cassie has put together an owner guide to be more meaningful to the member-owner
- Patronage has not been initiated this year, and the GM is recommending that we look at this in August to see if patronage is possible; profitability must be shown in order to proceed
- Patronage is a percent based off of profitability
- GM is reporting compliant

Amanda motioned to accept the **B Policies as Compliant**. **Sue** seconded it. The motion was voted on and **passed**.

Board Business

6:42 pm to 7:43 pm

- **Board Policy - C1 Policy (Governing Style) - Amanda**

6:42 pm

Spiral Natural Foods
Board of Directors Meeting Minutes
Wednesday, March 19, 2024 at 6:00 pm

- This was discussed, including creating new strategies to reach out to the membership, and that our engagement is good
- Full participation is something that was brought up in order to make meaningful choices from the data provided

Amanda motioned that we accept the **C Policy as Compliant**. **Brandon L.** seconded it. The motion was voted on and **passed**.

- **GM Contract - Amanda** **6:49 pm**
 - A target salary was discussed last time
 - A small group discussion was proposed to cover this, involving Amanda, Sue, and Brandon B.
 - We need a draft by next meeting in April in order to finalized in May
- **Board Budget - Brandon** **6:57 pm**
 - Natural increases were calculated for the board and the board insurance
 - For the most part, the budget remained the same as before
 - Whole membership discounts are part of the board budget;
 - Brandon proposed looking to account for this differently
 - This could potentially create a new accounting line
 - July (the end of the fiscal year) would be the best time to make this change

Amanda motioned to approve the budget with the caveat that at a later date, the board insurance will increase. **Sue** seconded it. The motion was voted on and **passed**.

- **Store Board Event Planning - Amanda** **7:16 pm**
 - Nothing in the near future
 - Herbs with the Board (April 5, 2025: 11-2pm)
 - Herb Identification Game
 - Leigh is available to discuss
 - Trivia cards - run by Cassie and Matt
 - Coffee set up
 - Postcards about the board and involvement
 - Challenge the Board (7:26)
 - May the 4th - Sunday
 - Star Wars Lore
 - Could be Trivia
 - Brews with the Board
 - Pairings
- **Communications Committee - Brandon L** **7:25 pm**
 - Brandon looked over the topics for blogs provided by Cassie
 - We revisited the Store Events at 7:26
- **SOP Committee - Amanda, Leigh, and Sue** **7:37 pm**
 - Spiral Board Standard Operating Procedure Committee Charter
 - Covers board responsibility
 - This will require input from those outside the committee
 - Template for SOPs

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Wednesday, March 19, 2024 at 6:00 pm

- Setting up target dates
- Review: one person from SOP and one person from outside the SOP committee
- Once approved, then it is the effective date
- This is on a three-year review cycle OR sooner if needed
- Once a new member joins, they are required to read through the SOPs that are applicable
- SOPs added to C Policies
- The SOP Committee will probably be updating the board monthly on progress

● **Miscellaneous Business**

7:41 pm

- New Members - CBLD 101
 - Next CBLD in April
 - Available for new members
- **Update to COI - Amanda**
 - Amanda's new employer has been declared in case it is a conflict of interest

● **Next Meeting Agenda Review - All**

7:42 pm

- April 16th @ 6pm at the Co-op
- Matt: Policies B5 Consumers
- Board: C3 Agenda Planning

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
Meet to go over the contract proposal	Amanda, Sue, and Brandon B.	Next Meeting (April)
Trivia cards	Leigh	Before April for Matt or Cassie Approval

Amanda motioned to adjourn. It was seconded by **Leigh**, voted on, and passed. The meeting closed at **7:43 pm**.

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The next meeting is scheduled for April 16th @ 6pm at the Co-op..