

Spiral Natural Foods
Board of Directors Meeting Minutes
9-11-2024 at 7:00 pm

Location of Meeting: video conference via Skype

Attendees: Amanda Olson, Tammy McGinn, Leigh Arnoldy, Jess Settergren, Brandon Lovejoy, Sue Taylor and Matt Malecha

Absent: Katya Rouzina

Call to Order at 7:13 pm: **Amanda** motioned to call the meeting to order, seconded by **Jess**. The motion was voted on and **passed**.

Administration **7:13 pm to 7:14 pm**

- **Consent Agenda - Amanda 7:13 pm**
 - **September** Meeting Minutes
 - Agenda for Evening's Meeting

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

GM Business **7:14 pm to 8:08 pm**

- **Store Report - Matt 7:14 pm**
 - We've surpassed out sales from last year; historically, we have a slower August, but we didn't have that this year
 - Will be losing a cashier
 - Have hired a fresh assistant to do 15-20 hours/week
 - Three other hires, all front end positions
 - Cooler maintenance was prioritized
 - The paper service was not sending invoices and they have just recently became due
 - Matt is working on the NCG Loan
 - EIDL Loan repayment begins and paying Co-op Partners
 - UNFI delivery has damaged the wall, which we have photos of this
 - Windows with bad seals being replaced by landlord; right now, the bad seals allow water into the store when it rains
 - New black awnings will be going up via the landlord; some of the window clings will need to be replaced due to this
 - Corporate Transparency Act
 - if you're under \$4M in sales and less than 20 employees, this is required to prove that you're an actual business
 - Anytime anything changes, this requires refiling, including address changes
 - This has been discussed with Amy Fields (NCG), and it was advised to pursue a tax ID number for the board
 - Matt is continuing to research and will revisit
- **B3 Policy - Matt 7:44 pm**
 - Since the build out, we have increase our insurance
 - The employee handbook is being updated due to law changes; this also included a conversation on Hastings and State laws on carrying CBD products

Spiral Natural Foods
Board of Directors Meeting Minutes
9-11-2024 at 7:00 pm

- November and December might yield some holiday sampling events; members can sign up for Turkeys at the annual meeting
- **NCG Participation report 8:45 pm**
 - Take a look before next meeting
 - Checks in with the B report patterns

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
Revisit the discussion of forms to add clarity to the C policy reporting	Board	January 2025
Look at NCG Participation report	Board	Before November 2025

Amanda motioned to adjourn. It was seconded by **Leigh**, voted on, and passed. The meeting closed at **8:47 pm**.

The next meeting is scheduled for **October 20, 2024** at 1:00 pm.