

Natural Harvest Food Co-op
Tuesday, November 01, 2016
Board of Directors Meeting
Virginia High School – Conference Room T102

Board Members Present: Troy Caddy, Samantha Papenfus-Krage, Deb Meisner Devries, Jake Rosandich, Lori Ismil, Leah Calgaro, Debbie Pettinelli, Janel Scheuring

Board Members Absent: Sarah Packa

Staff Present: GM Anja Parenteau

- **Call Meeting**
 - Troy called the meeting to order at 5:30pm
- **Board Information Discussed**
 - Updated Board member contact information
 - Troy explained the Board Calendar, Board Book for board members, and discussed board policies C4: Board Meetings, C5: Board Code of Conduct, and C6: Board Officer Roles.
- **Board Officer Roles**
 - Troy asked if board should have meeting minutes recorded by non-board member; no one opposed.
 - Troy explained the roles of President, Vice President, Treasurer, and Secretary.
 - Board Officer positions offered:
 - Lori volunteered to be Secretary; no one opposed.
 - Leah volunteered to be Vice President; no one opposed.
 - Jake volunteered to be President; no one opposed.
 - Troy volunteered to be Treasurer; no one opposed.
 - **Motion to approve board officers as listed:**
 - Leah makes motion, Deb seconds, no one opposed
- **Committee Assignments**
 - Troy, Sam, and Jake requested to be on GM Evaluation Committee
 - Sarah, Deb M, and Debbie P requested to be on the Board Education Committee
 - Sarah requested prior to the meeting to be in the Board Education Committee
 - Lori, Leah, and Janel requested to be on the Board Perpetuation Committee
 - The Board Environmental Committee was brought to attention, no volunteers
 - **Motion to approve committee members:**
 - Samantha motions, Troy seconds; no one opposed
- President Jake takes over meeting
- Leah volunteers to write the Newsletter Article, due to Patty by 11/7.
- **Coffee n' Conversation with Board Members**
 - Board members discussed having board members to answer questions and chat with Owners in the store, at least once per quarter.

- President Jake and Vice President Leah volunteered for the 19th of November at 10:30am. Coffee and Cookies will be available.
 - Decided to hold quarterly Coffee n' Conversation with Board Members
- **Future Board Meetings**
 - Troy suggested the Virginia High School Room T102 for future board meetings, no one opposed.
 - Board members discussed time and weekday for the board meetings
 - Decided to meet on the last Tuesday of the month at 5:30pm.
 - **Next meeting would be November 29th, 2016.**
 - December meeting date will be decided at that time.
- **Minutes for September will be discussed at the next meeting.**
- **Board Monitor Reports**
 - Consent Agenda¹
 - Policy D4 Monitoring GM Performance reviewed
 - Policy needs to be updated; D4, Item 6.
 - **Debbie motions to approve Policy D4 as compliant, Jake seconds, no one opposed.**²
- **Board Education**
 - Leah suggested Normandale College Small & Strong Conference
 - Troy suggested sending board members to meet with another board that went through an expansion
 - Leah suggests a board training for new Board Members
 - Education Committee will assess methods for Board Member training
 - Anja suggests sitting in on a Board Meeting at Duluth Co-op (Whole Foods)
- **Treasurer Report**
 - Chris Ismil gave final Treasurer report
 - Uncashed board checks brought to attention
 - **Troy motions to approve Chris' Treasurer Report, Janelle seconds, no one opposed.**
- **Chris Ismil –**
 - Virginia Family Dental contract update
 - Bess Metsa Garden/Rhutabaga Project, IRPS – who will take care of?
- **Log Building**
 - Purchase agreement signed. Date to vacate building is 6/16/17.
- **Expansion Cost Update**
 - Anja explained the current progress of the new store
 - Anja reviewed the Expansion Cost Update
- **Development Committee**
 - Anja explained the current issue with the temperature and the roof and other cold weather effects on the construction progress

¹ Ask about this

² Add actual policy change.

- New building is currently ahead of schedule, projected end date is May 02, 2017.
- Expansion timeline:
 - Anja explained the UNFI order for the new store; new staff hiring plan
- Current position openings and flow of applications discussed.
- New Store Info
 - Signage for new store reviewed
 - Location for carts
 - Bike rack
- **Operations Plan**
 - Hiring of new staff for expansion, suggestions made for reaching out to potential employees
- **Store Happenings**
 - Sales are good (7% increase in September, customer numbers are increasing steadily over last year)
 - Staff
 - New Front-End manager Mary Baker
 - Deli Assistant retired
 - Freezer heater broke and has been fixed
 - Co-op Month
 - Co-op Fest had great turnout
 - Promotions:
 - Bulk Week, Co-op bags, Owner Drive, Non-GMO Week, & Movie Screening
 - Classes discussed
 - New methods for class sign-ups suggested, cancellation prevention discussed
 - Member Loans
 - Nearly reached goal! \$279,000 so far.
- **New Owner List presented**
Motion to approve new owners:
 - Leah motions to approve new member list, Debbie seconds; no one opposed.
 - Troy suggests a call to new members from a board member to welcome them to the co-op
- **B1 Financial Condition (Moved to November)**
- **NCG Operating Standards reviewed**
 - NCG Annual Financial Statement Review
 - Financial review each year, full audit every other year
 - NCG explained for new Board Members
- **NHFC Budget 2017**
 - Anja explained the budget for 2017
- **Monthly Sales Chart**
 - Reviewed monthly sales chart

- Increased member shopping, now up to 56%.
- **New OT Rule for GM Salary**
 - Troy explained the overtime rule
 - Board discussed
 - **GM Contract**
- **B8 Board Logistical Support**
 - Policy B8 reviewed.
- **Closed Board Discussion**
 - Troy discussed missed meetings
 - 3 meeting rule
- **Troy motions to adjourn meeting, Deb Meissner seconds, no one opposed.**