

Natural Harvest Food Co-op
Tuesday, November 29, 2016
Board of Directors Meeting
Virginia High School – Conference Room T102

Board Members Present: Jacob Rosandich, Troy Caddy, Leah Calgaro, Debbie Pettinelli, Samantha Krage, Deb Meissner, Lori Ismil

Board Members Absent: Sarah Packa, Janel Scheuring

Staff Present: GM Anja Parenteau

- **Call Meeting**
 - Jake called meeting at 5:34pm
- **Coffee an' Conversation with Board Members**
 - Snowstorm caused decreased turnout for 11/19/16
 - Troy, Lori, and Debbie volunteered for the next Coffee an' Conversation to be held on 01/21/17 at 11:30am.
- **December Meeting Date**
 - December meeting will be held on Tuesday, January 3rd, 2017 at 5:30pm.
- **Board Bio's with Pictures**
 - Opted not to require pictures
- **Board T-Shirts**
 - Board member shirts with logo for board members and exiting board members
 - Troy will get a quote and email other board members at a later date
- **Board Minutes**
 - **Motion to approve September/October Board Minutes**
 - Troy motions, Deb seconds; no one opposed.
- **Board of Directors Calendar**
 - Upcoming Board elections
 - Three board members up for reelection
 - Candidates on ballot finalized by end of February
 - Ballots go out with March Newsletter
 - **Annual Meeting date to be held on April 8th, 2017 at 4:00pm to 7:00pm**
 - Mountain Iron community center as a possible venue
- **Board Monitor Reports**
 - C3 Agenda Planning policy reviewed
 - D1 Unity of Control policy reviewed
 - **Motion to approve Board Monitor Reports**
 - Troy motions, Jake seconds; no one opposed.
- **Committee Reports**
 - GM Evaluation
 - Salary law change to be discussed as a board after meeting.

- Education Committee
 - Possibly have Bemidji board members meet with NHFC board for suggestions and feedback
 - Co-op Café opportunity for Board Education
- Perpetuation Committee
 - Three spots will be open for board elections
 - Deadline for applications will be February 15th, 2017
- Environmental Committee
 - Monitoring utility usage at current store
 - Environmental committee open to membership
 - Focus and scope of the committee to be explained in March newsletter
 - Possible board showing locale of new building's materials and
 - Tabled until next meeting
- **Expansion Update**
 - New Building Update
 - Ceiling will be open; industrial look
 - Dropped ceiling over checkout lanes, kitchen, and classroom
 - Roof is behind schedule because of snowstorm
 - Store is otherwise on schedule
 - **Opening date for new store moved to April 26th, 2017.**
 - **Development Committee**
 - Board presence at future construction meetings considered
 - Continue to receive expansion updates at Board Meetings
 - No need for a formal committee at this time
 - No more peanut butter grinders on the sales floor for sanitary reasons
 - Peanut Butter will be ground in the back by employees
 - **Operations plan**
 - Transition Plan
 - First order for new store will be huge and arrive before opening
 - New Job Openings for new store
 - Begin advertising for new positions in February
 - Deli Vision
 - The new Deli will feature hot and salad bars with lunch and dinner, pre-made sandwiches to be heated by deli personnel, three self-serve soups, deli-made pastries daily, Grab n' Go food, smoothies, and specialty coffee
 - Management Plan
 - Current management team is doing well
 - New marketing manager, Brianna
 - Front End Manager and IT Manager job descriptions to be added
- **GM Reports**

- Store Happenings
 - 8% growth and 22 members for October
 - 412 new members this year
- New Member List
 - **Motion to approve new members.**
 - Troy motions, Debbie seconds; no one opposed.
- Financial Condition
 - Sales and budget is as expected for October, November has been slower.
- NHFC Budget
 - Discussed at prior meeting
- **Treasurer Report**
 - Bank Balance and Board Budget 2017
 - Troy will get everyone information and send out in December
- **Old Business**
 - Agreement with Virginia Family Dental
 - Troy will contact Chris Ismil
 - Future Project – 501 C3 – Local Grow Fund
 - Equity retained from inactive members (members we are unable to contact) to be put into a 501 C3 fund to help local growers
 - Active Membership Definition
 - Bylaw update to put a timeframe on inactive membership
 - Friends of the Greenhouse has been separated from the Co-op.
- **Topics for Next Meeting**
 - Board Calendar
 - Public status of old building
- December meeting confirmed for January 3rd, 2017.
- Jake adjourns meeting at 7:21pm.

Addendum to Minutes:

Per email this motion was made on 12/07/2016:

I, Lori Ismil, Motion to have Troy (Treasurer) and Deb (Director) and Anja (GM) to be signers on Board Checking account at the Virginia Co-op Credit Union, with one signature needed for checks. AND, I also Motion to add Troy (new Treasurer) to Co-op Checking account at the Virginia Co-op Credit Union, replacing Chris Ismil. Anja (GM) and Sandy (Assistant Mgr) will stay on account as signers. One signature needed for checks.

Samantha seconded.