

Natural Harvest Food Coop

# July Board Meeting

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24 July, 2018 / 5:30 PM / NHFC Classroom

## ATTENDEES

Board members—Darrel Swenson, Pauli Rancourt, Shayna Ray, Anne Lantry, Megan Thiele, Julie Juntune, Deb Meissner, Carrie Sell

Staff—Anja Parenteau

## AGENDA

**Call to Order (5:38 p.m.) by acting President Darrel**

### Old Business

1. Report by Darrel from Rick Erickson re: sale of old building - currently listed at \$259,000. Interested potential buyers have gone other directions. Recommends dropping price again. There was board discussion about whether we want to renew Rick's contract at the end of August. Board decided to research different realtors. Pauli agreed to do the research and present her findings at August meeting.
2. Board Action: Pauli moved (Julie seconded) that we lower price to \$249,000. Motion passed. Discussion of possible need to get creative with leasing, donating or other ways to get away from costs of heating/maintaining and insuring that building.
3. After noting the need to change the June meeting minutes to correct the date of the 2018 annual Meeting, Julie moved (Shayna seconded) to approve minutes from June meeting. Motion passed.
4. Questions about policy regarding attendance at board/committee meetings arose. Deb offered to look for current policy, report and make recommendations at the August meeting.

## GM Report

1. June had slight (1.44%) sales growth over 2017.
2. Store happenings were reported- 1 chaga class conducted, and 1 class offered on SNAP benefits and using the Co-op. Jessie (front end manager) received training at NCG manager conference, and will be taking on more HR responsibilities. No new hires in June. \$1191 was donated to IRPS Farm Tours from "rounding up." NHFC participated in the Land of the Loon Parade with staff and members. Partnership with Rutabega Project and DIY Mealkits effort was featured in a news article.
3. Darrel signed the 2017 tax return.
4. Report of a couple of incidents of racist behavior by customers toward staff and other customers over past several weeks. Anja met with staff to instruct them to NOT allow, stand up against, and to report to her.
5. Pauli moved (seconded by Megan) to approve 22 new member/owners who joined in July. Motion carried.
6. Members #3416 and 3450 asked to end membership and be refunded the ownership equity. Pauli moved (Julie seconded) to refund. The motion carried. These were the 5th and 6th refunds approved in 2018.
7. Anja presented B5 Monitoring Report (Treatment of Customers) She noted 24% customer growth, responsiveness to customer suggestions/complaints, a liberal return policy, use of the Retail Store safety checklist, and passing Health Dept. inspection in March as evidence of compliance.
8. Anja presented B9 Monitoring Report (Emergency GM Succession) The current plan has GM duties being spread between the 3 department managers, with CDS and NCG supportive services in case of any emergency.
9. Carrie moved (Anne seconded) to accept Anja's reports as evidence that she is in compliance on Policies B5 and B9. Motion passed.

## Board Monitoring

1. C-1 Global Governance Commitment. Following a discussion of strategic leadership, a motion was made by Megan (Pauli seconded) that we are in process toward compliance. Noted that due to the large turnover, we are struggling with strategic leadership and working with board consultant to reach full compliance. *(Secretary note - I believe we were to be looking at C1 "Governing Style" rather than the Global Governance policy at this meeting, so we should revisit this at next meeting)*

2. C-5 Board Process. Following a close reading of this policy, Carrie moved (Julie seconded) that we are in compliance. Motion carried.
3. C-8 Governance Investment We committed to changing the “due date” for board budget to October to help out the larger budget planning effort. Following discussion of need for some specific training for oversight of finances, Pauli offered to help whole board with that, and will work with education committee to plan that. Pauli moved,(Julie seconded) that we are in compliance. Motion carried.
4. D-2 Accountability of GM The board agreed that it wants to get training and then create a streamline process for GM evaluation which can be used into the future. Anne moved (Julie seconded) that we are in compliance. Motion carried.

### **Committee Reports**

1. GM Eval - Darrel and Anja met to go over the most recent contract proposal. At meeting, Anja said she will accept that contract, but had a few questions and concerns. First, she asked that the contract language referring to trainings be moved to B-6 policy in the future, rather than performance goals. She created a “Training Schedule” in Dropbox as evidence of compliance and asked if that would suffice to meet the concerns of the board. She also asked that if board insisted on yearly customer survey, that should also be put into policy. She asked permission to change the schedule for that to January rather than September. Board agreed to those oral clarifications, and she said she will sign. Officers/signers will get that done this week.
2. Education Committee - Co-op Basics workshop in St. Paul will be held September 22. Carrie will take care of registrations - let her know ASAP if you can go. It is the Board’s recommendation that all members attend this training if at all possible. There are 6.75 hours left with Leslie for board consulting. Next call will be Monday July 30 at 5:30. Board training “Retreat” will be tentatively scheduled for 11/18/18.
3. Perpetuation - committed to participating in Co-op Month. Proposal to have board helping with samples and doing general education and recruitment.

4. Board Treasurer's Report. Current balance is \$1736.14. Pauli moved (Anne seconded) to have Julie serve as the 2nd board signer on checking account. Motion carried. Deb moved (Julie seconded) to approve Board treasurer's report. Motion carried.

## ACTION ITEMS

Anja shared with the board her "worst case scenario" projections for next 6 years based on current expenses, very low (3%) sales growth, and not selling the old building. It showed cause for concern and need for planning. In light of that and negative response to the coupon program introduced last winter, she informed the board that NHFC will discontinue the coupons, and go back to one monthly 5% discount with a cap of \$5. There was limited time for discussion, which Anja apologized for.

Board planned to discuss these issues with consultant, and asks that Anja's plans for meeting these challenges be added to next month's board meeting agenda.

Carrie moved (Julie seconded) to authorize \$90 board expenditure to purchase three \$30 gift cards to send as thanks to former board members who recently left. Deb mailed the cards out.

Next board Mtg:

September 25<sup>th</sup>, at 5:30pm

Meeting was adjourned at 8:09.