

**Natural Harvest Food Co-op
Board of Directors Meeting
Monday, October 19, 2015
4:30 - 7:30 PM
Virginia High School
Door 6 — Board Room**



Board members present: Chris Ismil, Samantha Krage, Leah Briski, Debbie Pettinelli, Jacob Rosandich, Troy Caddy, Britta Bloomquist, and Sarah Packa
Board members absent: Zach Zurczyk
Staff members present: Anja Parenteau GM
Guests: R. Bruce Cornwall of LHB & Scott Sosalla of ARI and Lindsey Fetzik of ARI

- 1. Call Meeting to Order by Chris Ismil at 4:36 PM**
 - 2. R. Bruce Cornwall Director of Design and Campus Planning of LHB**
 - 9,200 GSF layout
 - green building (LEED buildings, sustainable buildings)
 - 3-4 weeks to get initial plans done
 - timeline—spring/June 1
 - 3. Scott Sosalla Project Manager of ARI and Lindsey Fetzik Interior Design of ARI**
 - Have never done a food co-op before but have done multiple other buildings
 - 8,300 SF Net Interior Space
 - Do user group meetings(board, employees, customers, members, etc.), information feedback session, come back with floor plans
 - timeline—
 - 4. Discussion on architects**
 - Vote
 - Chris-LHB
 - Sarah-LHB
 - Leah-LHB
 - Britta-LHB
 - Troy-LHB
 - Jacob-LHB
 - Debbie-LHB
 - Sam-LHB
- So moved LHB will be hired by Natural Harvest Food Co-op as the architect.

Anja will call and hire LHB. Anja will let ARI know we went with LHB.

Will ask LHB to work with Benchmark Engineering, since we worked with them for the surveying. Alan Johnson is the engineer we used.

Chris suggests building the classroom to seat 40, 30 minimum, with kitchen countertop for presentations, moveable tables.

Anja to look at classes and what other co-ops are doing for classes.

5. Chris suggests we set a process on how we move forward with this expansion. He suggests that we create a development team. That team will lead through the expansion. One person on team should be communicator to board and board members and sets meetings, like a secretary. One or two persons to represent the board to sit at table with GM at meetings. Door still open to all board members to all meetings. Once we have pro-forma, weekly communication will still happen. Patty to also be included so that our members are aware of what is going on. Development team will develop an “elevator speech” so all board members are on same page when members and customers approach with questions.

Britta—communications liaison

Samantha—

Chris—lead

Jacob—

Debbie—

Development team is meeting at 3:30 PM, on Tuesday, October 20, at co-op to call LHB.

Britta, Chris, and Anja will be meeting with John Tourville with the City of Virginia, on Wednesday, October 21, at 12:00 PM.

6. **Treasurer Report**

We have \$15,512.16, Sarah to re-evaluate and email board what our treasurer.

Troy make motion to approve, Debbie seconded. Passed unanimously.

7. **Committee Reports**

Officer Elections

Jacob makes motion to elect the following. Chris seconded. Passed unanimously.

Co-chairs—Troy Caddy & Samantha Krage

Vice-chair—Debbie Pettinelli

Treasurer—Sarah Packa

Secretary—Britta Bloomquist

Perpetuation

Troy

Sarah

Debbie

Education

Samantha
Britta
Leah

GM Evaluation

Chris
Zach
Jacob

Education Committee Update

Co-op Tours
Burnsville
Mississippi Market West 7th (10,000 square feet)

Hotel
Mileage reimbursement at 50 cents/mile
Meal stipend with dollar amount

Debbie makes a motion to allow Troy to buy three-ring binders for new board members –Chris amends it to allow Troy to buy Treasurer a ledger. Second from Samantha. Passed unanimously.

Chris recommends we approve up to \$5,000 for the board retreat in the Twin Cities for November 7. \$200 to each family for mileage. \$100 for food. \$150 per room. Sarah made motion, Samantha seconded.

8. Calendar Review

Anja will write a small piece on the customer survey in the newsletter which comes out early December. Britta to work with Development Team to write newsletter piece.

9. Store Happenings in August & September 2015:

Sales in August: \$209,126.73 (9.04% increase over last August)
Sales in September: \$202,014.68 (16.51% increase over last September) New members in both months: 30 (new member total for the year: 189) Member renewals both months: 115 (renewals this year: 518)

Equipment:

- Produce back-stock cooler needed a new thermostat and wiring
- Office window was boarded up after an attempted break-in
- Deli cooler needed new thermostat (still under warranty)
- Replaced POS terminal (main till), harddrive started to fail. Were able to get this done during the slower morning period. Classes/Promotions:
- Mesabi Trail Tour (reported on last store hapenings)
- NCG Coupon book mailed to all of our members
- Co-op Deals flyer inserted into the Timber Jay

- Co-op Basics started (organic products from Field Day that are a low price everyday (low cost option). This program was rolled out NCG wide. The products are flying off the shelf.
- Our new website was launched early September. The staff and board received new email addresses ending in .coop
- Patty attended Campus Connection at Mesabi Range College to introduce our Co-op to the students.
- Patty also attended the Climate Connection event that was put on by Will Steger at the Mesabi College. We had a booth showcasing what efforts we are making as a business to combat climate change.

Staff additions & trainings:

- Hired Kristen Maki and Lauren Twite as cashiers.
- Terminated Rachel Bodas after she was not able to come back to work when her leave of absence ran out.
- Interviewed 3 candidates for the Deli manager position (we had 4 applicants.), hired Alex Haugen to be our new Deli Manager. He started on 9/28.
- Lacey Foss resigned on 9/25 with no notice.
- Jenni Autio gave 2 weeks notice on 8/27.
- All staff received their yearly evaluation at the end of August. All wages were brought up to our new pay scale.
- Anja went to the NCG Fall meeting. The topics ranged from increasing competitive landscape & margin pressure and how to handle it to livable wage discussions.

Chris asks that Anja send a blank employee evaluation form to board, along with list of meetings where GM has to travel out of store with costs(i.e. NCGA, DC, etc.). GM Committee will look at it as a positive and what it is GM is doing, so a future GM or assistant manager can be advised. By November board meeting.

NCGA came out with livable wage calculator. Anja calculated our area and it came out to \$9.56/hour. New NHFC employees will start at \$9.50/hour, after 3-6 months with a test, level one employees will move up to \$10.00/hour.

Troy asks that Anja come back to November meeting with how many employees are in each level of pay.

New member list: Britta makes a motion to approve new members. Troy seconded. Approved unanimously.

Discussion: Can memberships be transferred to family members of those who have died?

Troy make a motion to approve the cancellation of the two members. Debbie seconded.

Motion to not approve Request for Stock Certificate Transfer to Family Member until we have correct information

Arlene Carlson (Deceased) transferred to daughter Janelle Carlson

Meeting date to be moved to the third Thursday.

Britta make a motion to adjourn. Sarah seconded. Passed at 9:03 PM!

Next meeting November 19th, at 5:00 PM!