

**Natural Harvest Food Co-Op**  
October Meeting Held Tuesday, October 23, 2018  
Board of Directors Meeting  
Natural Harvest Classroom

Board Members Present: Megan Thiele, Darrel Swenson, Deb Meissner DeVries, Carrie Sells, Anne Lantry, Julie Juntune, Emma Peterson and Pauli Rancourt. Excused: Shayna Ray

Staff Members Present: General Manager Anja Parenteau and Admin Assistant Lori Maki

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**Call to Order** – Vice - President Swenson called the meeting to order at 5:32 PM

**New Business – Sale of the Log Building** Anja reported that the proceeds of the sale, \$153,536.04, are banked and being saved for paying back owner loans.

**A motion** was made by Pauli to accept the Sept 28th **minutes**. Anne seconded, and the motion carried.

**The CDS contract** was renewed for next year. It was originally estimated to cost \$7,160 for the year but we received a discount by signing early. The total cost will be \$5,640 or \$1,410 quarterly.

**Board Officer Election Results** - Pauli Rancourt nominated **Carrie Sells for the position of President**. It was seconded by Deb and approved by all. Pauli nominated **Darrel Swenson for the Vice President** position. It was seconded by Anne and motion carried. Emma nominated **Anne Lantry for the Treasurer** position. Pauli seconded it and the motion carried. And lastly Carrie nominated **Julie Juntune for the Secretary** position. That was seconded by Anne and the motion carried.

**A motion** was made by Pauli to make Anne Lantry, Anja Parenteau and Darrel Swenson signers on the Board checking account at Virginia Coop Credit Union. It was seconded by Deb and the motion passed unanimously.

**GM Reports** were presented by Anja. A Business and Marketing plan for 2019 was presented. It was accepted and noted that it was very well done. A few comments were made in respect to bulk pricing. Marketing suggestions were offered too in respect to educating the community by offering more cooking classes and keeping kid friendly ideas in our vision. Natural Harvest will be 40 years old in 2019 and this will be used as a reason to celebrate and as a marketing tool. A November 2019 audit by NCG is welcomed. It is a great tool for identifying strengths and weaknesses for our Coop. Real Estate taxes have not been assessed to the new store and we are awaiting those numbers for budgeting and cash flow issues.

Nine new owners and two requests for refunds were approved. Emma made a motion and Julie seconded it. The motion carried.

**A motion** to accept **B2- Business Planning and Financial Budgeting** to the Board as in compliance, except for not meeting the net income requirement, was made by Pauli and seconded by Carrie. The motion carried.

**A motion** to accept **B8- Board Logistical Support** was made by Anne and seconded by Carrie. The motion carried.

**A motion** to allow the General Manager to invest the following amounts was made by Megan and seconded by Julie. The motion passed. The Board will work on a policy in respect to investing which would include limiting the investments to under the FDIC amounts along with other criteria if necessary:

- \$75,000 for 3 years @ 3% with National Cooperative Bank
- \$50,000 for 4 years (pending)
- \$90,000 for 5 years (pending)
- \$135,000 for 3 years (pending)

**A Staff Survey** was discussed at length. The Board tabled the approval of hiring a third-party organization to conduct it at a cost.

**Store Happenings Report** – Customer Appreciation Day is Oct 27<sup>th</sup> and a family Halloween Party is scheduled for October 31<sup>st</sup>.

**Board Monitor Reports – C6 – Officers' Roles** was discussed. A few changes were accepted by all which included eliminating 5F and 5G was approved. **The motion** to accept compliance with the revised C6 was made by Carrie and seconded by Julie. The motion carried.

**D4 Monitoring GM Performance** was addressed. A change was agreed upon to make the timelines appropriate. It will run March to March and allow time to complete in February of each year. A motion was made by Megan and seconded by Emma to accept compliance with D4 and the motion carried.

**Committee Reports - GM Evaluation**– Anne reported that she has been working on the processes and will get additional feedback at the Board Retreat – Nov 18<sup>th</sup>.

Carrie reported for **The Education Committee**. The Board Retreat is set for November 18<sup>th</sup>. It will be in the classroom from 10 – 4. She presented a schedule for all. Anja will join the retreat in the afternoon.

**The Perpetuation Committee** was presented by Pauli. She is doing work with a matrix that reflects the current Board Members fields of experience. This tool will hopefully assist in targeting future Board Members with areas where the others may be lacking.

**Treasurer Report** was presented by Megan. New Board Member shirts were approved at \$175.00 and the 2019 Board budget was presented. There will be additional dollars available for 2019 due to sales growth of the Coop. That will be used in the miscellaneous category. **A motion was made** by Julie and seconded by Carrie to accept all committee reports to the Board. Motion carried.

**Old Business - NHFC Goals/Long-term Planning/ Shared Vision** was discussed along with **Board Goals**. Again, this is a topic for the upcoming Board Retreat.

Deb presented information on a new collaborative on solar energy use in our area. Solar Energy Cooperative offers information and assistance with solar power. It is offered to small businesses and private homeowners. **Solar panels** remain a topic of interest for the GM and the Board.

**The abandoned equity** was not discussed

**Next Board Meeting** is slated for Tuesday, November 27<sup>th</sup> 5:30 PM in the Coop Classroom.

There will be no December Board meeting. Any pertinent issues may be addressed in November or by calling a special meeting if necessary.

**A motion** was made to adjourn the meeting at 7:48PM by Darrel, seconded by Anne and it was approved.