

Natural Harvest Food Co-Op
September Meeting Held Tuesday, September 24th, 2019
Board of Directors Meeting
Natural Harvest Classroom

Board Members Present: Carrie Sell, Emma Peterson, Stephen Levchak, Jenna Asuma, Kelsey Gantzer, Pauli Rancourt and Darrel Swenson. Members Absent: Julie Juntune and Kristin Dosan

Staff Members Present: Marketing Director Briana Sterle and Admin Assistant Lori Maki

Call to Order – President Sell called the meeting to order at 5:30 PM

Welcome Guests – Kaija Giroux, CPA with Walker, Giroux and Hahne

The **2018 certified audit** was presented to the Board. Kaija addressed areas of concern and answered questions that were brought up. Overall, the audit was positive. Suggestions included that NHFC, on a more frequent basis, reconcile and enter into Quick Books both the equity accounts, PTO values and any other payroll liabilities. Also, to set a higher limit for capitalizing purchases, work on segregation of duties, and be aware that the cash at Virginia Coop Credit Union is over the limit of the FDIC level of \$250,000. She further suggested that the CD held at VCCU be moved to another bank to insure its protection. The 2018 tax returns were signed by President Sell. No tax payments were made due to the loss carryforward NHFC has on its books. The returns will be mailed September 25, 2019.

New Business - The August 20th minutes were reviewed. Corrections noted were that the Board retreat date needed to read Sunday, Nov 10th, not Saturday. And in the 2nd sentence under Micro Grants, it needs to read “Plans are to have” Lastly, the B1 sentence corrected to “met”, not meet. Noting these, a **motion** was made by Pauli to accept the Minutes. Darrel seconded, and the **motion carried**.

Discussion on **Board Education** included the proposal to use the consulting group, Columinate, for 2020. After comments were heard and the contract read to the Members, it was **motioned by** Darrel and seconded by Stephen to proceed for another year. Pauli will contact Leslie to relay this information. A savings of close to \$500 will be received by signing up before Oct 15th. The cost is \$7,000. The **motion carried**. The Education Committee Charter was also reviewed and looks to be on target. A new conference was suggested by GM, Anja, in the B-7 review and a question on reimbursing mileage to Board Members for attending the CDL 101 last week were also discussed. Both will be looked into.

Co-op Month is October. Briana talked about the Owner Appreciation Day set for Saturday, October 19th. Board Members are encouraged to stop in and promote and educate customers on our store and becoming Board Members themselves. An Owner Drive is set for Oct 1 – 19th as well.

A leave of absence was unanimously approved for the GM, Anja. It was also agreed to compensate her for this time at 25% of her contracted amount. The Board Members also praised

her for the wonderful job she has done for the NHFC. Carrie shared the comments she received from other Co-ops at the seminar on how impressed they were at the accomplishments NHFC has had under her management.

GM Reports were presented by Briana. She presented the **monthly sales chart** to all. The month of August saw a sales growth of 10.98% over last year. In addition, \$1,000,000.00 sales in a quarter (June, July and Aug) was achieved for the first time.

Store Happenings were shared for August which included the 40th Anniversary party. The event was very successful with sales of over \$22,000.00 (almost four times a normal Saturday's sales). The Round up was for Team Different Not Less, who are part of the Autism Association of NE MN, received a record donation of over \$2,000.00. The **solar panels** installation is expected to start in mid-October.

24 New Owners in August were presented and approved. Pauli made **the motion** and Jenna seconded it. The vote carried.

The B7: Communication to the Board was read and discussed. Emma made **a motion** to accept our compliance with B7. It was seconded by Darrel and the motion carried.

Board Monitor Reports – C9 –Board Member Succession - The version updated on June 18th, 2019 was read and approved as in compliance. Pauli **moved to approve**, and Kelsey seconded it. The motion carried.

Committee Reports - GM Evaluation– No meeting was held but the Charter review is in the works.

Education Committee – This was discussed under the Board Education topic at the beginning of the meeting.

The Perpetuation Committee – Pauli has updated the Member Matrix with all new members adding their information on it. Their Charter was still to be reviewed at this time.

Treasurer Report was presented by Emma. A double check on which expenses are paid under the Board Budget versus the Operations budget will be done.

A motion was made by Darrel and seconded by Stephen to accept all Committee and the Treasurer reports to the Board. Motion carried.

Briana reminded the Members that the **Winter Newsletter** article deadline will be October 24th. Pauli offered to write it for the Board. Briana suggested perpetuation of Members be the focus.

Next Board Meetings - October meeting will be on the 22nd to be held at the classroom at 5:30.

A motion was made to adjourn the meeting at 7:20PM by Pauli, seconded by Kelsey and it was approved.