

Natural Harvest Food Co-Op
November Meeting Held Tuesday, November 19, 2019
Board of Directors Meeting/Natural Harvest Classroom

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

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

Call to Order - President Rancourt called the meeting to order at 5:33 PM

Welcome Guests - No guests

New Business - The Oct 22nd **Board Minutes** were read, and one omission and two corrections were noted. The final approved minutes will be filed in Dropbox. A **motion** was made by Kristin to accept the Minutes. Jenna seconded, and the **motion carried**.

Treasurer Report was presented by Emma. She stated the account balance and the checks that have cleared since last September. The topic of budgeting was discussed and the Board Members agreed to change the compensation for themselves from a stipend of \$30 for attending a meeting with the 10% shopping discount allowed all year long, to the following: Monthly shopping credit for President at \$80, the Secretary at \$70, V-P and Treasurer at \$60 and the others at \$50. This will take effect for January 2020. This will enable the Treasurer to make a more accurate budget. It also reduces the line item board meeting stipends to \$6,240. The revised budget will be emailed out before the next meeting. A **motion** to accept these changes was made by Stephen and seconded by Carrie. The **motion passed**.

The Board Retreat went very well, and working plans are going to be created for the upcoming year.

A draft of the **2020 Board Calendar** was presented by Pauli. Committees are adding in their duties and deadlines for each month as well. An updated version will be ready once that is completed.

Solar Panels Update - Anja reported that an easement and/or variance will be needed to install the awning portion of the project as they will hang over city property by almost 6 feet. She and some of the Board members will be at the Dec 2nd meeting along with the contractor. Construction on the roof panels will start November 21st.

GM Anja has resumed her full-time position since October. She requested a two week leave for end of November and into December. The Board voted on the matter in a closed session meeting today and agreed to give her full pay during that time.

Micro Grants were collected by the Round Up Program from October at \$1,775. Natural Harvest will round that up to \$2,000. This will be given out in two \$1,000 grants. Jenna and Kelsey have been working on the Application and Voting Process to award these grants. They expect these forms to be ready by January 1st. Applications will be available until the end of February. Voting will happen in March with the awards to be given out at the Annual Meeting in April.

The Annual Meeting date is still being discussed. Board members will communicate and pick a date soon. Then the planning can continue.

President Rancourt ran down the agenda listed items of pending and future projects she would like to see this Board tackle. Including a Consent Agenda and By-Law and Articles updates.

GM Reports

The **monthly sales chart** was presented to all. The month of October saw a sales growth of 3% over last year and the **Store Happenings** were shared for October by Anja.

Fifty New Owners in October were presented and approved, along with one refund. Kelsey made **the motion** and Emma seconded it. **The vote carried.**

The B1: Financial Condition was read and discussed. Except for not reaching the net profit condition, Carrie made **a motion** to accept our compliance with B1. It was seconded by Julie and the **motion carried.**

The B Global Executive Constraint was presented and accepted as in compliance. **A motion** was made by Julie and seconded by Emma to approve and **the motion passed** unanimously.

Board Monitor Reports:

- **C3 - Agenda Planning** - The latest version dated 3-24-2014 was read and approved as in compliance. Stephen **moved to approve**, and Kristin seconded it. **The motion carried.**
- **D1 - Unity of Control** - The last revision of 3-24-2014 was read and **moved to approve** by Darrel, seconded by Kelsey. **The vote passed.**
- **D4 - Monitoring GM Performance** - The last revision from 3-24-2014 will be changed in respect to the dates and timing of reviews and contract dates. Secretary Juntune will email all the discussed changes one more time before it is voted on.

- **Committee Reports:**

GM Evaluation- Members are still in process of updating and reviewing their charter.

Education Committee - No meeting was held. Their focus will be on the Annual Meeting planning.

The Perpetuation Committee - The members have plans to set up at a table at the store to recruit future Board Members January 6-10th around the lunch hour. Also plans are for all Board Members to make calls to the top 200 shoppers in January. Carrie is working on a script for use and splitting the list up. The deadline for Board Applications is Feb 1st, 2020.

Next Board Meeting - The next Board Meeting is scheduled for Tuesday, January 14th at 5:30 held in the classroom. **A motion** was made to adjourn at 7:29PM by Darrel, seconded by Kristin and it was **approved.**