

Natural Harvest Food Co-op
February Meeting Held Tuesday, February 25th, 2020
Board of Directors Meeting/Natural Harvest Classroom

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

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

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

Welcome Guests – No guests

Consent Agenda Items Approved by Directors were:

- January 14th, 2020 Minutes
- GM Report New Owners and Cancellations January 2020
- Board Monitoring Report C4 - Board Meetings
- Board Monitoring Report D3 – Delegation to the GM

Motion was made by Julie and seconded by Stephen. The motion carried.

GM Reports

BI Financial Condition - Anja discussed the 4th quarter of 2019 report. The Gross Margin and Net Income that NCG has set as a benchmark was not met this quarter. They were lower than expected due to multiple factors, but mainly the poor performance by the produce department and the meat department sales. Shrink in produce and turkeys were sold at costs around Thanksgiving to promote other sales contributed. The lower margin factors into the loss for the quarter. The 4th quarter sales growth was at 5.7% over last year. Anja stressed that increasing our sales is still a top priority for the future, and all other indicators of a successful business are still being met. Noting these two issues, a motion was made by Emma to accept BI as compliant. It was seconded by Darrel and the motion carried.

The **monthly sales chart** was presented for January by Anja. Growth for January was at 6.3% and we signed up 13 new owners.

Store Happenings were shared for January. An owner appreciation day is set for Saturday, March 21st, 2020. There will be an owner drive in March as well.

Treasurer Report was presented by Emma. She stated that the final Board Member stipend checks had cleared in January and that the accounts are now closed at Virginia Co-op Credit Union. The remaining funds were transferred back into the operating account there. Also, that any requests for Board expenses that need reimbursing need to be presented to Anja for processing.

Committee Reports

Education Committee – Plans were shared by Emma for the Annual Meeting and Dinner with the Board. The agenda for the meeting is being prepared and she asked for input on the questionnaire used at the meeting from Anja. A sign-up sheet will be available at the March Board meeting for members to volunteer with the event. The entertainment is booked with “Rob and Jill”. Finalized plans will be presented at the next meeting.

GM Evaluation– Julie reported that the evaluation of the GM was completed January 29, 2020. They reviewed the Board Monitor reports and did a performance review. The GM is deemed successful in the duties required. A written summary will be prepared and signed and dated by the committee and Anja to be kept in personnel and board files.

The Perpetuation Committee – Carrie reported that seven candidates are running for the three open Board positions available in April. Once the positions are filled, the Education Committee will oversee scheduling orientation and trainings. Voting is open after the Spring Newsletter is released. That is expected to be by March 6th, 2020. Ideas and suggestions for recruitment and processes were discussed. Soliciting more random owners for the openings was one idea, along with, changing the deadlines for future elections, developing a one-page board recruitment flyer, and encouraging or requiring board meeting attendance to finalize the application. The committee will address during the upcoming months and may begin recruitment earlier in the year to allow for additional ideas to be tried.

Micro Grant Program Update – Kelsey forwarded all Board Members a draft of a scoring matrix set to be used to select 2 of the 3 applicants for the awards. She asked for email communications from others in order to finalize it for use as soon as possible. Sentiments were expressed to be able to present the grants to the winners at the annual meeting, not just to announce the winners. Board Members will make these decisions in March as the winners need to be picked by the March meeting on the 24th. The efforts made by both Kelsey and Jenna on this project were praised.

Solar Panels Update – Anja reported that an easement was approved for the solar awning’s installation, the Board President and Board Secretary signed the document. Installation is expected in the spring. Hopes are to have a Solar Panel Celebration this spring/summer.

Old Business - Organizational Board Projects for 2020 – Pauli reminded members of the future for clean-up and procedural improvements. The Board Book was discussed and efforts to assist Julie are welcomed by her. The website was brought up and questions were asked if approved policy changes are being updated timely. Anja offered to check into that for the Board.

Next Board Meeting – The next Board Meeting is scheduled for Tuesday, March 24th at 5:30 held in the classroom. The Annual meeting is set for Thursday, April 30th at 6:30 at the Virginia Elks Club. A motion was made to adjourn at 7:01 PM by Julie, seconded by Carrie and it was approved.

Minutes were prepared by Lori Maki, 2/26/2020.