

Natural Harvest Food Co-Op
March Meeting Held Tuesday, March 24th, 2020
Board of Directors Meeting/Zoom Video Conference

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

Call to Order- President Rancourt called the meeting to order at 5:32 PM.

Welcome Guests- Board candidates in attendance were welcomed- Jenna Ballinger, Kyle Lynch, Judith Rae and Victoria Ranua

Consent Agenda Items Approved by Directors were:

- February 25th, 2020 Board Meeting Minutes- The addition of “submitted by Lori Beth Maki” and the date at the end of the minutes was requested.
- GM New Owners and Cancellations
- Board Reports- C2 The Board’s Job- approved as in compliance

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

NCG Member Agreement Proposal for Resolution- The board discussed and decided to approve Anja’s proposal to continue to be a part of the National Co+op Grocers Association and approved a resolution authorizing General Manager Anja Parenteau as Natural Harvest Food Co-op’s designated representative. The motion was made by Darrel and seconded by Kelsey. The motion carried.

GM Monitoring Reports

- The **monthly sales chart** was presented to all. The sales growth for February 2020 was 12.57% increase over the sales in February of 2019. Anja also talked about an extreme increase in sales so far in March due to concerns about Coronavirus. She informed the board of a decrease in Deli sales due to the necessary closure of the salad bar/hot bar and an increase in people cooking at home.
- There were 14 new members in February.
- Anja presented the store happenings for February including a Super Bowl promotion, community dinner, and a grant NHFC received from the Blandin Foundation.
- Pauli noted that B4 was called Membership Rights and Responsibilities in some areas and Ownership Rights and Responsibilities in other areas. The board decided to edit the title to Membership Rights and Responsibilities. Anja presented

information on the increasing number of NHFC owners, the number of valid ballots received from 2015 through 2019, and the number of owners that have attended the annual meetings. She also talked about ways to increase owner involvement in the co-op.

A motion to accept B4 as in compliance and to use the title Membership Rights and Responsibilities on the reports and policy was made by Carrie and seconded by Kelsey. The motion carried.

Covid-19 Contingency Plan

- The board discussed the Covid-19 Contingency plan in depth and agreed that the annual meeting will be held on Thursday April 30, 2020 virtually via a zoom conference call. The time of the meeting will be at 6:00 p.m. A social gathering meeting may be held at a later date when large group meetings are considered safe and appropriate. Owners will be notified via Facebook/Website/Store announcements and email.
- Voting will proceed with an unchanged end date of April 29, 2020. Owners will be notified and reminded of the importance to vote via Facebook/Website/Store announcements and email. Phone calls will be made if votes are lacking. A minimum of 50 votes are needed.
- Store events and general processes are being addressed and updated as needed by General Manager Anja Parenteau and NHFC staff. Significant changes and regular updates are and will continue to be communicated to the Board of Directors by Anja.
- Due to the additional duties, stress, and risk that employees are experiencing in their essential services roles Hazard Pay will be paid to all employees. Hourly employees will receive a \$2 per hour pay increase. The Board of Directors approved additional PTO of one week (5 days) for Anja, plus the opportunity to work remotely as able.
- 5% Owners' Discounts, which cap at \$5 per owner per month, are being suspended. This will help offset the hazard pay.
- Additional PTO options for hourly employees are being considered by Anja and were discussed in the meeting. Anja will notify the board and seek board input and support to provide additional PTO for employees who become ill and exhaust their PTO before fully recovering and returning to work.

A motion to approve the Covid-19 Contingency Plan was made by Darrel and seconded by Julie. The motion carried.

Additional Covid-19 Store Update- Floor Plan Changes- Anja updated the board of recent changes in the store that are necessary during the Covid-19 epidemic. These included closing the hot/salad bar, pre-packaging bulk items, not taking special orders, and putting tape on the floor so customers know where to stand safely while waiting for checkout.

Store hours will now be 9:00 a.m. to 7:00 p.m. She also informed the board that the NHFC would start offering curbside pickup. Orders will be taken either by phone or online.

Treasurer's Report- The treasurer's report was presented by Emma. She informed the board of expenditures for the month.

Committee Reports

-GM Evaluation- Darrel, Julie, Steve- The GM Committee let the board know that GM Evaluation had been signed and saved in Dropbox.

-Education- Emma, Kelsey, Jenna- Emma talked about changes to the annual meeting timeline and venue/format. The tentative agenda of the Virtual Annual Dinner was sketched out in the meeting and will be finalized as planning and preparations continue. The Education Committee will email our consultant Leslie and then board candidates and board members to schedule board orientation sometime in May.

-Perpetuation- Carrie, Pauli, Kristin- No new action other than Carrie inviting board candidates to tonight's meeting; Customer Appreciation Days, scheduled for March 21st, was cancelled due to Covid-19.

Micro Grant Awards- Applications were scored individually by board members and then tallied as a whole and finalized in a closed session prior to tonight's meeting. The highest scoring applications were Northern Delicious and Bear Creek Acres Farm. Jenna will send out emails to Northern Delicious and Bear Creek Acres to let them know that they were chosen to receive the micro grants and another to inform the other applicants they were not selected this year.

Candidate Questions- The board answered questions and listened to comments from board candidates.

Next Board Meeting- The next board meeting will be a check-in via Zoom on Tuesday April 7th, 2020 at 5:30.

With no further business, the meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Julie Juntune
Board Secretary