

Natural Harvest Food Co-op
June Meeting Held Tuesday, June 30th, 2020
Board of Directors Meeting Via Zoom Video Conference

Board Members Present: Pauli Rancourt, Stephen Levchak, Julie Juntune, Victoria Ranua
Kyle Lynch, Kelsey Gantzer, Kristin Dosan, Jenna Ballinger. Absent: Emma Peterson
Staff Members Present: General Manager Anja Parenteau

Call to Order – President Pauli Rancourt called the meeting to order at 5:35 PM

Welcome Guests – No guests

Consent Agenda Items Approved by Directors were:

- May 19, 2020 Meeting Minutes
- GM Reports – B5 – Treatment of Customers
- May 11 New Owners and 3 Cancellations

Motion was made to approve by Kristin and seconded by Kyle. The motion carried.

GM Reports

The monthly sales chart was presented for May by Anja. A 10% growth over last year's May sales was achieved. This is mainly due to the Covid-19 situation. Customers are shopping for more items and shop less frequently. June is estimated to be about 5 ½ % growth. Basket size is lower because of more deli customers but customer transactions are increasing too. Observations were shared about shopping habits. More people are cooking and eating at home.

Store Happenings were discussed. No classes are being held and for now, no plans to change that are in place at this time. The May Round up was for the Dustin Damm Memorial Fund. They received \$881. Less transactions are affecting the overall amount of the donation. Anja has filed the Articles of Incorporation with the Secretary of State, and renewed our annual business licenses and paid our food handler license fees. Covid-19 continues to be the main focus of the store. Efforts are still being made to distance work stations along with other safety precautions such as temperature checks and mandatory mask wearing for employees which went in effect June 1st. Webinars are being attended by staff and management. Plants and Seeds sold out this season. Hours were changed again to open at 8AM on weekdays. Meat suppliers are still having issues and other staples that were in high demand are slowly coming back. Community Dinners resumed in May. Record sales of 187 meals was achieved. The Bulk Dept is slowly coming back, starting with the coffee gravity bins. A new credit card reading system was implemented too. It allows chip reading of credit/debit cards and helps reduce customer contact. Our gift cards will be affected by this change. The cards we offer will only be honored at our store. The older version cards will be honored and/or replaced as needed. Effective July 16th the \$2 an hour hazard pay will end. She mentioned that customer feedback has not been very negative in respect to them losing the 5% monthly discount (capped at \$5 a month). Anja is working on implementing bonus system for the remainder of the year, and a profit sharing program for employees starting in 2021. No plans are underway to allow any type of limiting seating as of yet, due to the fact reservations would be required.

A Covid-19 Preparedness Plan was presented by Anja to the Board. This is a requirement by the government. The Payroll Protection Loan reporting and requirements have been changing and therefore, we have not applied for forgiveness yet.

Board Reports

C – Global Governance Commitment was last revised on March 24th of 2014. A motion was made by Kelsey that we are in compliance, it was seconded by Victoria. The motion carried.

C8 – Governance Investment last updated on June 18, 2019 was agreed upon and the motion made by Jenna was seconded by Stephen. The motion carried.

The voted on Articles of Incorporation were filed last month, with the correct (new) business address.

Treasurer Report

Emma sent an email that the only Board expenses realized in May were the monthly \$520 stipends.

Committee Reports

GM Evaluation – No report was given.

Education Committee – No report was given. A meeting will be made before July 28th meeting.

The Perpetuation Committee – No report was given.

Feedback from owners on monthly discount discontinuation – Anja wants to concentrate on the dividend originally established, which is the annual patronage rebate. A coupon plan is in the works for quarterly rewards and appreciation for our owners.

Old Business – Organizational Board Projects for 2020 – No progress was made in June.

Next Board Meeting – The next Board Meeting is scheduled for Tuesday, July 28th at 5:30 held via Zoom Video Conference.

A motion was made to adjourn at 6:33 PM by Kyle and seconded by Kelsey and it was approved.

Respectfully submitted,

Lori Beth Maki