

Natural Harvest Food Co-op
August Meeting Held Tuesday, August 25th, 2020
Board of Directors Meeting Via Zoom Video Conference

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

Call to Order – President Pauli Rancourt called the meeting to order at 5:32 PM

Welcome Guests – No guests

Consent Agenda Items Approved by Directors were:

- July 28th, 2020 Meeting Minutes
- New Owners for July
- Board Policy – C7-Board Committee Principles – compliant.

Motion was made to approve by Stephen and seconded by Victoria. The motion carried.

GM Reports

BI – Financial Condition – The report for the 2nd quarter was presented and discussed. Numbers are all back on track after averaging 6 full months of operations. Sales growth is at 7.6% over last year. A motion was made by Stephen to accept compliance with BI with a noted exception that a late tax payment happened due to the transition of a new bookkeeping service, listed as #10 in the BI- Financial Condition. Emma seconded it and the motion carried.

The monthly sales chart was presented for July by Anja. Sales are continuing to increase, and expenses are comparative to last year's figures. Deli is the only department not showing improvement, due to Covid-19 regulations. A small profit has resulted for the first time in years since the expansion.

Store Happenings - Employee surveys were done and will be reported on in September. 209 Community dinners served in July and 150 in August. The dinners are being suspended for the time being, due to concerns of overcrowding in the store. Anja has been working with a financial consultant from NCG and is using new tools which will aid in the budgeting for the store. A change in the tax accounting firm was made by Anja. The 2019 tax return is getting processed by the new firm.

Building Issues Anja reported on the bids for staining and/or replacing the siding of the building. She presented a history of the problem for consideration. Matter was tabled for future research and discussion before a decision will be made.

Covid – 19 Updates The Covid-19 fund established in March was discussed. Donations of board member stipends along with other donations made were/are being moved to this account. Anja explained that the funds were equally distributed at the All Staff meeting in August. Other Covid related topics were discussed and addressed. The Emergency Loan and Payroll Protection Loans were discussed as well. Application for

forgiveness has not yet been pursued as Anja has been advised by tax professionals that “auto forgiveness” will likely be approved, rendering the application for forgiveness unnecessary.

Topics addressed with the Columinate consultant Leslie, the night before, were discussed. One was a question of our Bylaws and how it addresses Board Members becoming employees. Our current Bylaws prohibit it. Future discussion may be heard; further action would require a vote by board majority to bring a bylaw amendment to the membership for voting. The second item was the Fall Retreat and its topics to be covered. Emma will follow up with Leslie on the agreed upon topics which were Shared Vision, Ends and Mission Statement. A training tool to assist Board Members in communicating more freely and having them feel more comfortable about expressing their thoughts and opinions on Board related topics. These will be ongoing matters, with Ends being the main focus of the retreat and a work plan outlining steps to reach Shared Vision being developed. Communication training may be incorporated into yearly board orientations. Emma will try for October evening meetings and contact the members once the Retreat is set up.

Treasurer Report

Emma presented the expenses for July as the monthly stipends (\$520.00). The overall budget shows actual expenses are under the projected amount for the year.

Committee Reports

GM Evaluation – Stephen reported that they met the day before to review with the newest members to the committee the documents and forms used in the evaluation process. 2021 will be a contract renewal year.

Education Committee – Emma reported again on the Fall Retreat progress.

The Perpetuation Committee – Pauli explained that no meeting was held but that she submitted the Newsletter article. She explained the contents of it. It includes what is expected of a Board Member and the Matrix of the current Board’s talents and skills. Facebook will be used as an outlet to replace in house recruiting this year. The application will be reviewed and updated as needed and shared with the Marketing Manager, Briana soon.

Old Business – Anja consulted with the Board and the decision was made to do the October 2020 Round Up for a Micro Grant again this year.

Next Board Meeting – The next Board Meeting is scheduled for Tuesday, September 22nd at 5:30 held via Zoom Video Conference.

A motion was made to adjourn at 7:09 PM by Jenna and seconded by Kyle and it was approved.

Respectfully submitted,

Lori Beth Maki