

Natural Harvest Food Co-op
October Meeting Held Tuesday, October 20th, 2020
Board of Directors Meeting Via Zoom Video Conference

Board Members Present: Pauli Rancourt, Julie Juntune, Kyle Lynch, Kelsey Gantzer, Jenna Ballinger, Emma Peterson and Stephen Levchak.

Absent: Victoria Ranua and Tera Nowicki

Staff Members Present: General Manager Anja Parenteau

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

Welcome Guests – No guests

Consent Agenda Items Approved by Directors were:

- September 22, 2020 Meeting Minutes
- New Owners/Cancellations for September
- Board Policy – B8 - Board Logistical Support
- C-6 -Officer's Roles (with suggested edits in red)

Motion was made to approve by Julie and seconded by Kelsey. The motion carried.

GM Reports

B2 – Business Planning and Financial Budgeting was presented in detail by Anja. No sales growth is projected for next year in the Budget. By eliminating the 5% monthly discount and switching to coupons for Owners, the five-year projection shows we are on target for a net profit and paying our owner loans back starting in 2021. Marketing will continue to emphasize the local business aspect and being a good employer, and showcase the value and values you get by shopping at your Co-op. Anja continued to share the 2021 Budget in detail and answered questions from Board Members. A **motion** was made by Julie and seconded by Stephen. The motion to accept B2 as compliant was unanimous.

Monthly Sales Chart was also reviewed. 9% growth over last year for September. Details were explained by Anja.

Store Happenings – September was another quiet month for happenings. The staining of the siding of the building was brought up and discussed. The 4 power outages were brought up. The store was featured in a newsletter from IRRRB and recent employment issues were shared. The 2019 Tax return was prepared and mailed. Owner appreciation week is happening now in the third week of October.

Covid – 19 Updates – The MN Department of Health sent a new set of guidelines for critical businesses. Close contact is defined and new recommended safety precautions, doubling up with masks and face shields or goggles, will be implemented soon. This will allow us to not quarantine a whole shift per department as a response to one employee falling ill. Also, due to a rise in local cases shoppers will not be allowed in the store without a mask, starting 10/26. Board Members will be proactive and start on a response for disgruntled shoppers

Solar Panels/Owner Email - A letter from the Board and GM was sent out in respect to a letter/complaint which was received in respect to the brand of solar panels that were chosen.

Board Reports/Policies

D4 – Monitoring GM Performance – Wording was edited in #7. With that, a motion was made by Emma, seconded by Jenna. The motion carried.

Officer Nominations and Election Results - Motioned by Jenna, seconded by Julie and approved by all.

- President – Stephen Levchak
- Vice President – Pauli Rancourt
- Secretary – Julie Juntune
- Treasurer – Kelsey Gantzer

Treasurer Report

Emma presented the expenses for September as the monthly stipends (\$520.00) and a 3rd installment payment of \$1,750 for Columinate.

Committee Reports

GM Evaluation – A meeting was held to review the upcoming schedule for November.

Education Committee – Emma explained that the Board Retreat is in progress with one session held and one more to follow next week.

The Perpetuation Committee – Emailed communications produced a revised Board Application which is now available on the website. The document can be filled in online. Facebook is also being used to recruit and educate potential candidates, in lieu of a board table and in-person recruiting in the store.

It was further noted that the Board received a resignation from Kristin Dosan and that her position has been filled by the next available candidate, Tera Nowicki. Tera will be replacing Kristin on the Perpetuation Committee.

Old Business – A reply was sent by the Board to an owner in response to a letter concerning the change in owner discounts.

Next Board Meeting – The next Board Meeting is scheduled for Tuesday, November 17th at 5:30 held via Zoom Video Conference.

A motion was made to adjourn at 6:51 PM by Stephen and seconded by Julie and it was approved.

Respectfully submitted,

Lori Beth Maki