

Natural Harvest Food Co-op  
November Meeting Held Tuesday, November 17th, 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, Victoria Ranua and Tera Nowicki

Absent:

Staff Members Present: General Manager Anja Parenteau

---

**Call to Order** – President Stephen Levchak called the meeting to order at 5:32 PM

**Welcome Guests** – No guests

### **Consent Agenda Items**

- October 20, 2020 Meeting Minutes
- New Owners/Cancellations for September
- Board Policies/GM Reports
  1. B – Global Executive Constraint
  2. C3 – Agenda Planning
  3. D1 – Unity of Control

**A Motion** was made to approve all consent items by Julie and seconded by Kelsey. The motion carried.

### **GM Reports**

**BI – Financial Condition** was presented for the third quarter of 2020 by Anja. Sales growth was on target and is expected to be at 6 to 7% for the year. Margin is right where it should be at 37.3%. Expenses are close to budgeted in most categories. Net profit is at 1.8% YTD. All ratios are in compliance and 18 new owners were signed up as well. **A motion** was made by Julie and seconded by Jenna to approve BI as compliant. The motion carried.

**Profit and Loss, Balance Sheet and Monthly Sales Chart** were also reviewed. Nothing irregular to report on. October sales were steady throughout the month. Anja explained other indicators and statistics that she monitors every month.

**Store Happenings** – October saw the microgrant donations \$1,185 and was another quiet month for other happenings. Employee quarterly bonus was achieved. One dollar an hour for each hour worked was paid as a bonus for the 3<sup>rd</sup> quarter. On line shopping is being worked on to create a more visual shopping experience.

**Covid – 19 Updates and Mask Mandates** – The newest MN Health Department Covid-19 guidelines were implemented and discussed. The new greeter position offered was asked about and Anja explained the purposes and expectations of this move. Notification of any Covid – 19 cases to owners and staff will be as other Co-op's have done.

### **New Business Items**

Some owner loans/membership cancellations were brought up and discussed. Stephen shared the details of these requests. **A motion** to approve an owner loan early termination, six month's early was made by Kyle and seconded by Victoria. The motion carried.

The 2021 Board Calendar was presented by Stephen. It was accepted by the members.

The 2021 Financial Budget for the Board was presented by Kelsey and discussed. It was approved with a motion by Emma and seconded by Tera. The motion passed.

The Micro grant Program was discussed. It will be rounded to \$1,200 and will be awarded to one applicant next year. Kelsey will communicate with the Marketing Manager, Briana, on the logistics of the project.

The Board Retreat was brought up for discussion. It was favorable and that Leslie did a great job.

The discussion of a 2021 Annual Meeting led the Members to proceed with a Zoom meeting again. There is so much uncertainty with the pandemic. A date of Tuesday, April 20<sup>th</sup>, 2021 at 6:00 PM was chosen.

**Board Reports/Policies** – All reports were approved in the consent agenda this month.

### **Treasurer Report**

New Treasurer, Kelsey, gave the report which stated that October's Board Expenses were the monthly stipends.

### **Committee Reports**

**GM Evaluation** – The RFP was finalized and the GM Monitoring report was reviewed. The committee is on schedule with the tasks listed in the Committee Guidelines.

**Education Committee** – Emma stated that no meeting was held in this month. Main topics for next month usually included making plans for the Annual meeting, which now will be much easier due to the fact that a Virtual Zoom Meeting will occur.

**The Perpetuation Committee** – Victoria reported for the committee that a meeting was held where plans are underway to start recruiting new potential candidates. Calls and emails are being used to seek these candidates.

**Next Board Meeting** – The next Board Meeting is scheduled for Tuesday, January 26<sup>th</sup>, 2021 to be held via Zoom Video Conference. No December meeting will be held.

**A motion** was made to adjourn at 6:55PM by Jenna and was seconded by Julie and it was approved.

Respectfully submitted,

Lori Beth Maki