

Natural Harvest Food Co-op
February Meeting Held Tuesday, February 23, 2021
Board of Directors Meeting Via Zoom Video Conference

Board Members Present: Pauli Rancourt, Julie Juntune, Jenna Ballinger, Emma Peterson, Stephen Levchak, Victoria Ranua, Kelsey Gantzer and Tera Nowicki

Absent: Kyle Lynch

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

- January 26, 2021 Meeting Minutes
- New Owners/Cancellations
- Board Policies/GM Reports
 1. C4 – Board Meetings
 2. D3 – Delegation to the GM

A Motion was made to approve all consent items by Victoria and seconded by Pauli. The motion carried.

GM Reports

BI – Financial Condition - 4th Qtr 2020 Anja presented the preliminary year-end financials, no significant changes are anticipated. Year-end numbers will be reviewed in detail with the accountant. This is the first year to show a profit since the expansion to the new store, partly because of better than anticipated sales growth and partly because of careful expense management. A patronage rebate recommendation will be brought to the Board in May. The quarter showed a 7.1% increase over last year and all markers of expenses are in line with standards set by the National Coop Industry. A review with the new accounting firm is scheduled for 2020. A motion was made by Jenna and seconded by Tera. The motion passed.

Monthly Sales Growth for January An Increase of 6% was achieved.

2021 Profit Sharing Plan Anja explained her plan for 2021 profit sharing with the employees. Margin minus Labor goals need to be met for a quarterly bonus. It will be shared based on hours worked for all employees on a quarterly basis. The yearly bonus would happen if a profit goal gets achieved.

Store Happenings – The new coupon program supported by NCG starts in March. These were sent to our most loyal owners by NCG. It is expected to be a positive promotion overall, which should generate more frequent visits and increased basket size. The Co-op is teaming up with other Co-ops around the country and promoting virtual classes. Our facility and teacher pool does not support our own virtual class offering at this time. A giveaway to support sustainability is in the works with giving out tree saplings from No St Louis Co Conservation's yearly sale. Due to the continuing complaints of shoppers, an extensive conversation was had

by Board Members on the ongoing issue the mask policy in place by the GM. It will be an ongoing topic and will be discussed at future meetings.

New Business Items

Finalization of Election Applications for Board Candidates and Board Candidate Eligibility

Discussion – Questions arose regarding some candidates and were discussed. Certain candidates were disqualified based on ineligibility and not submitting all needed documentation for the application process.

Board Officers Election Discussions

- **NHFC Bylaws – 4.10 Officers-** After agreements through the discussions, the election of the 4 positions will be done in May rather than October. This was never a requirement of the Bylaw and all felt the change would be appropriate to make at this time. No Change in Bylaws was needed.

Treasurer Report – Kelsey reported on the past month activity for Board Expenses. The stipends of \$520.00 was recognized.

Committee Reports

GM Evaluation – Julie reported that they reviewed correspondence from GM Anja Parteneau. Further discussion to continue in closed session after tonight's meeting.

Education Committee – Emma reported that no actual meeting occurred, however email discussions were brought up about a guest speaker for the annual meeting via zoom, and a date is being considered for the new Board Members Orientation.

The Perpetuation Committee – Pauli reported that all eligible candidates have been notified and will be in the Spring Newsletter. They are also invited to the Annual Meeting held via Zoom.

Next Board Meeting – The next regular Board Meeting will be on Tuesday, March 23rd, 2021.

A motion was made to adjourn at 6:53 by Julie and was seconded by Pauli and it was approved.

Closed Session Will Occur After meeting was adjourned, as motioned by Pauli and seconded by Jenna.

Respectfully submitted, Lori Beth Maki