

Natural Harvest Food Co-op

March Meeting Held Tuesday, March 23, 2021

Board of Directors Meeting Via Zoom Video Conference

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

Absent: Victoria Ranua

Staff Members Present: General Manager Anja Parenteau

Call to Order – President Stephen Levchak called the meeting to order at 5:31PM

Welcome Guests – No guests

Consent Agenda Items

- New Owners/Cancellations
- Board Policies/GM Reports
- 1. C2 – The Board's Job

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

Minutes from 2-23-2021 meetings were reviewed with edits by all. **A motion** was made by Pauli and seconded by Tera. Motion carried.

GM Reports

Monthly Sales Growth for February Anja stated that there was a decrease in the month's sales compared with last year. The reasons were one less shopping day this year (29 days in February last year) and last year's sales were unusually high as the Covid Pandemic was just beginning. 9 new owners were signed up and the Deli sales are improving significantly. All in all, the sales seem to be very steady.

Store Happenings The 4th quarter one dollar per hour bonus was paid out to employees. The profit-sharing program will be used in place of that for 2021. All indicators show favorably that a bonus will be paid for 1st quarter of 2021. Community events are slowly increasing and NHFC will participate in

the September Mesabi Trail Tour event held at the Olcott Park. A customer survey program for random shoppers with an invitation on your receipt is in the works. The last cash register will get a new credit card terminal soon. Fiber optic internet is being investigated for further improvements to our processing systems. The freebie coupons are a big hit and are still going on currently. The refinancing is moving along quickly. Expected completion is March 31st.

Covid Issues still exist and are dealt with as they arise. Covid vaccinations were offered to staff as part of earlier vaccinations for essential workers, and some have taken advantage.

B4 – Membership Rights and Responsibilities - How we educate new members and the information provided to them was shared. The data is given out in the brochures, applications and letters we provide. The patronage rebate was not officially addressed for 2019. Anja will be sure to make her recommendation to the Board this summer after the tax return is completed. **A motion** to approve B4 except for the patronage rebate not being made for the 2019 year was made by Julie and seconded by Pauli. The motion carried.

New Business Items

Microgrant Award - Kelsey reported that the final voting and scoring was calculated today with Fat Chicken Farm scoring the highest. Discussion occurred about updating the scoring process for future use. The award is \$1,200 and will be presented and arranged by Kelsey.

Annual Meeting – An update on the April 20th 6PM zoom meeting was addressed. The idea of having music play before the meeting begins for about 15 minutes was discussed. Emma will handle the details. A discussion was also held to have last year's Microgrant winner submit a video of how they used their grant. Pauli will handle the voting and election portion.

Board Orientation – Kelsey mentioned that the 28th of April was selected for the new Board Members at 5:30 to 8:30 PM. Including a how to "Access Dropbox instructions" for new Board was discussed.

Treasurer Report – Kelsey reported on the past 2 months activity for Board Expenses. The stipends of \$520.00 was recognized for each January and February.

Committee Reports

GM Evaluation – Julie reported that they have moved Jenna to head the committee as Julie will be off the Board. The Request for Proposal was discussed and accepted in closed session following February's board meeting. Immediately preceding this month's meeting, a closed session was held to discuss and vote on the Contract with Anja Parenteau. It was **motioned** by Julie and seconded by Kyle. The motion was approved.

Education Committee – Emma shared that they met on the Annual Meeting planning and the Orientation of new members and worked on the Microgrant applications.

The Perpetuation Committee – Pauli reported that she has been working on communications with potential board member candidates. No meeting was held.

Next Board Meeting – The next regular Board Meeting will be tentatively on Tuesday, May 25th, 2021 at 5:30 PM.

Stephen thanked all current Board Members and others expressed their sentiments upon leaving the Board.

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

Respectfully submitted,

Lori Beth Maki