

Natural Harvest Food Co-op

May Meeting Held Tuesday, May 25, 2021

Board of Directors Meeting Via Zoom Video Conference

Board Members Present: Stephen Levchak, Kelsey Gantzer, Kyle Lynch, Victoria Ranua, Jenna Ballinger, Carly Antus Wilk, Raini Knaeble-Weiss and Dominic (Nick) Renollet

Absent Member: Tera Nowicki

Staff Members Present: General Manager Anja Parenteau

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

Welcome Guests – Owners Michelle Greene and Kate Paul, also the new Board Members were introduced and greeted.

Owner Concerns - Michelle addressed the Board about the letter signed and sent by 70 owners. She explained the issues she and the others have concerns about. Anja shared the new mask policy which follows the CDC guidelines. Kate also made a brief statement. The Board of Directors will send a written statement to both her and Kate with their response to this letter.

Consent Agenda Items

- New Owners/Cancellations for March and April - A **motion** was made by Kyle and seconded by Victoria to accept the new owners and the 2 cancellations. The motion carried.

The Minutes from the 3 -23-2021 meeting were reviewed with edits that clarified the GM Report's timeline of the review and approval of the GM's contract. **A motion** was made by Kelsey and seconded by Jenna. Motion carried.

GM Reports

BI – Financial Condition for the 1st Qtr of 2021 - Anja made extra efforts to explain each important issue of the BI for the new Board Members. Including Cost of Goods Sold, Sales per Labor Hours, and the comparison reports of financial conditions. The indicators from NCG and how they factor in our operations were discussed. Also, the Debt to Equity and Cash on Hand ratios were among some of the items explained in detail. With a noted exception of not meeting the sale growth for the 1st quarter, the BI was in compliance, Kelsey **motioned** to accept, and Victoria seconded that. The motion carried.

Owner loans are set to be paid back starting this year. 40 loans that mature are due with interest by June 30th. The Board approved the payout of the \$76,000 in loans and interest. This was **motioned** by Jenna and seconded by Victoria. The motion carried.

Monthly Sales Growth - Anja stated that there was a decrease in the month's sales compared with last year. The main reason is that last year the Covid Pandemic was just beginning, and we had a unique peak in sales from that.

Store Happenings – Anja presented the recent changes and events at the Coop. Round-Up numbers have bounced back as we are experiencing more shoppers and the Deli getting more business. Appraisal and Refinancing are complete. The building will be stained soon. We had a first ever free tree giveaway and the March coupon program that we participated in with NCG with free items was a success.

Covid Issues were updated earlier in the meeting. Extending the store hours and reinstating indoor seating are being considered for May and June. Along with bringing back community dinners.

C1 – Governing Style – Board members reviewed and agreed that we are in compliance. **A motion** to approve C1 was made by Kelsey and seconded by Jenna. The motion carried.

D2 – Accountability of GM – Board members reviewed and agreed that we are in compliance. **A motion** to approve D2 was made by Kyle and seconded by Nick. The motion carried.

New Business Items

The new Board Members attended the orientation and were informed on how to receive the t-shirts which we provided them.

The Annual Meeting Minutes approval was discussed because the way it has been done has been that they are not reviewed and approved until the next year's meeting. After seeking advice from the Board's consultant, Stephen brought the matter up and wondered if the Board should approve them in the month following the meeting. That way the next year's audience would know that they were reviewed and approved versus having to try to remember from a year in the past. Most boards now approve annual minutes at the next monthly meeting and it was decided to adopt this common practice. Stephen noted a misspelling and a grammatical correction and with that noted, the Board, with Raini **motioning**, voted to accept the April 20, 2021 Annual Meeting minutes. Jenna seconded and the motion carried.

Board Officer Nominations and Election

- President – Stephen Levchak
- Vice President – Victoria Ranua
- Treasurer – Kelsey Gantzer
- Secretary – Raini Knaeble-Weiss

Treasurer Report – Kelsey reported on the past 2 months activity for Board Expenses. The stipends of \$520.00 was recognized and a 1st quarter fee to Columinate was paid.

Committee Reports and Appointments

GM Evaluation Committee – No meeting was held and the members appointed to the committee are Jenna, Kelsey and Carly.

Education Committee – No meeting to report on and the members on this committee are Stephen, Kyle and Raini.

The Perpetuation Committee – No meeting to report on and the committee will be made up of Victoria, Tera and Nick.

Newsletter Article – Jenna volunteered to do the summer article.

Next Board Meeting – The next regular Board Meeting will be on Tuesday, June 29th, 2021, at 5:30 PM.

A motion was made to adjourn at 7:24 pm by Jenna and was seconded by Kelsey. It was approved.

Respectfully submitted,

Lori Beth Maki,

Administrative Assistant and Owner