

Natural Harvest Food Co-op  
September Meeting Held Tuesday, September 28, 2021  
Board of Directors Meeting, Natural Harvest Food Co-op Classroom

Board Members Present: Kelsey Gantzer, Raini Knaeble-Weiss, Kyle Lynch, Victoria Ranua, Dominic Renollet  
Absent: Jenna Ballinger, Stephen Levchak, Tera Nowicki, Carly Antus Wilk  
Staff Members Present: General Manager Anja Parenteau

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**Call to Order** – Vice President Victoria Ranua called the meeting to order at 5:33 PM

**Welcome Guests** – No guests

### **Consent Agenda Items**

- 2-23-21 Closed Session Minutes
- 3-23-21 Closed Session Minutes
- 6-29-21 Closed Session Minutes
- 8-24-21 Board Meeting Minutes
- August New Owners/Cancellations
- 2020 Financial Review
- C-9 Board Member Succession

**A Motion** was made to approve all consent items, with the notation to have an unfinished sentence in the Financial Review (page 8) completed by our Accountants. The motion was made by Kelsey and seconded by Kyle. The motion carried.

### **GM Reports**

**Monthly Sales Growth for August** Anja stated the sales growth for August was 2.4%, which brings the year to 0.2% growth. September is looking to beat last years' sales by a small margin too. The staff signed up 8 new owners, bringing the total for the year to 98 new owners, which is right on track with our goal of 150 owners for the year. Customer count and basket sizes stayed steady. We saw new faces shopping our Co-op in August, possibly tourists, the percentage of Owners to Non-owners shopping dipped to 55%.

**Store Happenings** Anja reported that \$5 off coupons were sent to all Owners in August to be used in September. Staffing issues forced us to have limited Deli service and close the Deli on Sundays. We invited the "Go Figures" Food Truck to come and serve our customers on Sundays for that reason. The classroom will stay closed to the public for the foreseeable future, it is still getting used as extra office space for our staff. We participated in a "Shoe Drive", Mesabi College Connection Fair and donated snacks to Meals on a Mission as part of our community involvements. In August, we received the highest amount of Round-up donations ever for our Co-op, we rounded up for "Friends of the Vermillion Trail". Community dinners are still on hold, due to the difficult staffing situation, especially in our Deli. The dinners will resume, once the Deli is fully staffed and the transmission rate of Covid is decreasing.

**B7 – Communication to the board** With her report Anja stated that the Board was informed of all pertinent changes in operations, operational, financial and legal issues in a timely manner, through the monthly board reports and other communication with the whole board or board president. All monthly GM reports

have been accepted, any additional information was supplied. It was **motioned** by Kyle and seconded by Nick to accept the GM report.

## New Business Items

**Resignation of board member** Carly Antus Wilk. She informed the board via email before the board meeting to resign from her position effective immediately. The board accepted the resignation. The board chair will reach out to Jennifer Krenz, as she would be the next eligible candidate to become a board member, according to our board succession policies (C9). The appointed candidate will serve until the next board election. A **motion** was made by Raini to accept Carly's resignation and activate the succession process according to our policies. It was seconded by Kelsey, the motion passed.

**Zoom-in or phone-in to board meetings** was discussed, if a board member is unable to physically attend the meeting. The technology to phone-in or zoom-in is available, the board will review a process of how and when to let the chair/GM know, if a board member needs to participate from off-site.

**CBLD contract renewal** was discussed. The cost vs. benefits was discussed, and various members expressed interest in using the available webinars and services more regularly, especially for new board members. Victoria made the motion to renew the consulting contract with Columinate for 2022 now, to take advantage of their early-bird special. The motion was seconded by Kyle. The motion carried.

**Co-op month activities** for the store and board were discussed. The perpetuation committee will send out a sign-up via email to be present in the store during our owner appreciation week. A table will be set up for board members to engage shoppers about board work. Briana will provide signage, brochures and location for the board members who will participate.

**Fall Board Retreat** dates were discussed. Kelsey will confirm with the consultant. Topics for the retreat were discussed and included "Leading with intention and Ends review", revisiting last year's retreat "to-do" list and establishing what topics are still pertinent. December 5<sup>th</sup> was agreed on as the date for the retreat. The education committee will work with Leslie on the agenda.

**Diversity, Equity, and Inclusion (DEI)** work continued as a discussion about how to rewrite the Microgrant rubrics to be more inclusive. How to reach out to more diverse groups for the Round-up program. Kelsey will reach out to her contacts she has that would be willing to speak to the board about how the Co-op could be more welcoming to our indigenous communities. A **motion** was made to approve a stipend of \$100 for a speaker by Raini. Kyle seconded and the motion carried.

**Treasurer Report** – Kelsey reported on the past month's activity for Board Expenses. The stipends of \$520.00 were recognized for August.

## Committee Reports

**GM Evaluation** – The GM evaluation committee had no update.

**Education Committee** – Kelsey shared the committee's work with Leslie on the board retreat topics.

**The Perpetuation Committee** – Dominic shared that the perpetuation committee is getting ready to work with a list of owners, to identify potential board members and to involve all board members to call

potential candidates. Board members will receive a list and a “script” to help talk to owners about board work.

**Next Board Meeting** – The next regular Board Meeting will be tentatively on Tuesday, October 26, 2021 at 5:30 PM, in the Natural Harvest classroom.

**The meeting was adjourned** by Vice President Victoria Ranua at 7:09pm.