

Natural Harvest Food Co-op
October Meeting Held Tuesday, Oct 26, 2021
Board of Directors Meeting
Held at Natural Harvest Classroom

Board Members Present: Stephen Levchak, Kelsey Gantzer (via phone), Jenna Ballinger, Nick Renollet, Jennifer Krenz and Kyle Lynch

Absent: Tera Nowicki, Raini Knaeble-Weiss, and Victoria Ranua

Staff Members Present: General Manager Anja Parenteau and Administrative Assistant Lori Maki

Call to Order

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

Welcome to our new Board Member, Jennifer Krenz, who takes over for a vacant seat and will serve out the term and become a member of the GM Evaluation Committee.

Consent Agenda Items

- 09-28-2021 Board Meeting Minutes
- September New Owners/Cancellations
- D4 – Monitoring GM Performance

Nick made a **motion** to approve the consent agenda items and Jenna seconded it. The motion carried.

C6 – Officers’ Roles – A discussion and a decision was made to revise the Secretary’s Role description in the policy. With this revision considered, a **motion** was made by Jen and seconded by Kyle to accept C6. The motion carried.

GM Reports

B1- Financial Condition - 3rd Qtr. 2021 – Anja reviewed the information in the report, and she noted that even though the third quarter was the strongest quarter yet, we did not quite meet the sales growth goals. Net income was also not in compliance, all other conditions were met. Kelsey made a **motion** to accept B1 as compliant with the exception of sales growth and net income. Nick seconded and the motion carried.

The Profit and Loss Budget vs Actual for the 3rd quarter of 2021- Anja also went through the quarterly numbers with comparing them to the budget and the prior year’s financials. We saw a labor cost increase due to wage strengthening; margin and all other expenses were close to expectations.

B2 – Business Planning & Financial Budgeting – Anja shared both the Business Plan and the Budget for 2022. Recognizing so many uncertainties for our industry, the main focus will be to try and achieve more stability in the upcoming year, by working on retail best practices, standard operating procedures and more wage strengthening to retain our employees. Sales growth of 3% is budgeted, a small positive net income should get achieved. Nick made a **motion** to accept both items, Kyle seconded that, and the motion carried.

Monthly Sales Growth – The monthly sales chart was presented, and September was a successful month overall.

Store Happenings – Anja talked about the September round up of \$1,928 for United Way Buddy Backpack Program and the successful efforts of staff in selling new owner accounts in the past 2 months. Also, she reported that the building was stained, small repairs were made throughout the store and the parking lot was re-stripped. Solar panels are expected to be installed before December on the south side of the building.

New Business Items

Attendance Options for Board Meetings – After discussion and suggestions, it was decided to purchase a conference call microphone for Board Meetings. Anja will be looking into that, as well as a conference call mechanism. The goal is to allow members to participate by phone to facilitate consistent participation.

CBLD Services Reviewed – Stephen shared that we should take advantage of other services included in our contract. Many webinars and trainings are available, and he would like Board Members to be aware of them and hopefully sign up for more of these services. The education committee will start reminding board members of upcoming trainings monthly.

Diversity, Equity, and Inclusion (DEI) – Kelsey shared information in respect to Indigenous American programs, seminars or speakers that could be made available for the GM and Board Members for educational purposes. She will follow up more on the topic in future discussions and meetings.

Treasurer Report - Kelsey reported on September's activity for Board Expenses. Stipends of \$520.00 were recognized along with a quarterly payment to Columinate for \$1818.75. Kelsey will present a Board Budget at next month's meeting.

Committee Reports

GM Evaluation Committee – Jenna said there was no meeting to report on.

Education Committee – Stephen will arrange a phone call with Leslie to organize the upcoming Board Retreat and set the agenda items. All are welcome to participate if they want, not just the committee members. He will communicate the details with members.

The Perpetuation Committee – During the Owner Appreciation week, both Nick and Victoria were in the store trying to talk to potential Board Candidates. It was not very successful. Phone calls are the next step for the committee members to try.

Next Board Meeting - The next regular Board Meeting will be held on Monday, November 29th at 5:30 at the Natural Harvest classroom. No meeting will be held in December.

Jenna made a motion to adjourn at 7:04 PM and it was seconded by Nick. It was approved.

Respectfully submitted,

Lori Beth Maki,

Administrative Assistant and Owner