

Natural Harvest Food Co-op
November Meeting Held Monday, Nov 29, 2021
Board of Directors Meeting
Held at Natural Harvest Classroom

Board Members Present: Stephen Levchak, Kelsey Gantzer, Jenna Ballinger, Nick Renollet, Jennifer Krenz, Kyle Lynch, Victoria Ranua, Tera Nowicki and Raini Knaeble-Weiss

Absent:

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

Call to Order

President Stephen Levchak called the meeting to order at 5:29 PM

Consent Agenda Items

- 10-26-2021 Board Meeting Minutes
- October New Owners/Cancellations
- C3 – Agenda Planning
- D – Global Board/Management Connection
- D1- Unity of Control

Kyle motioned to accept the consent agenda items, Jenna seconded, and the **motion** passed.

GM Reports

B – Global Executive Constraint – Anja explained the information in the report, and that it overviews the annual reporting requirements throughout the year and presented it in a calendar form as well. It also tells of the cooperative principles, and how we meet them throughout the year. One correction of the year 2020 to read 2021 will be made. Kelsey made a **motion** to accept B – Global Executive Constraint as compliant. Victoria seconded and the motion carried.

B8 – Board Logistical Support – Administration provides the Board with any needs necessary to successfully operate. With an employee taking minutes at regular meetings was cited as an example

of such support. Email communication is key to making this function for everyone. A **motion** was made by Victoria and seconded by Jennifer. The motion carried.

Monthly Sales Growth – The monthly sales chart was presented, and October had very good sales. A 6% increase over October 2020. The 1% annual growth is still above the budgeted amount. A 10% promotional offer during the “Co-op Month” certainly added to the growth. We signed up 44 new owners in the month and our goal of 150 new owners in 2021 was achieved.

Store Happenings – Anja started with the October round up of \$1,982 for the Micro Grant and noted it will be given out at \$2,000 as there was residual monies from last year to meet that. She reported that one of the Certificate of Deposits had matured and that an extra payment was made on the mortgage for \$35,000 and the remaining \$45,000 is in the operating account. She has not found any worthwhile interest rates or opportunities to reinvest in yet. Anja attended a virtual NCG Fall workshop for managers. We had trick or treat for children on Sunday Halloween in the store.

New Business Items

2021 Financial Review vs. Financial Audit – After considerable discussions, a **motion** was made by Raini to go with the Financial Review for 2021 and an audit will be conducted for the 2022 fiscal year. Tera seconded and the **motion** carried.

2022 Board Calendar – Stephen shared a draft he prepared for 2022 Board meetings and activities. Some suggested changes will be made, and he will get it back out to the members.

2022 Board Budget Approval – Kelsey presented the budget for Board expenses at \$18,440. A correction will be made to the % used in the document only. All items listed are financially accurate. Kyle motioned to accept with Victoria seconding. The **motion** carried.

Board Service and Compensation – Nick proposed a policy that he drafted. It was read and discussed and was well-received. An updated version will be presented in January 2022.

Micro Grant – Kelsey shared some ideas for changing and improving the judging applications for this year. This includes adding more narrative questions. Victoria offered to assist her in this venture. More decisions on this grant will be made in January.

2022 Annual Meeting –The members opted for an in person meeting this year. The idea of offering it remotely for members was suggested. A date in April was chosen for now to be Friday, April 29th at the Virginia Elks Club. Details are just beginning to get worked out. Kelsey will contact Leslie and ask for her opinion.

Diversity, Equity, and Inclusion (DEI) - Kelsey had no response to her request made to the Indigenous Native American Group in respect to any seminars that could be made available for the GM and Board Members. The Board was sent correspondence from an owner asking for clarification to this agenda item. Stephen replied in writing the following: *“You are correct, we are guided by the seven cooperative principles, as well as our mission statement and ends policies. The Board actively monitors policies to ensure alignment with these principles, etc. Diversity, equity, and inclusion have been something more and more businesses (co-ops included) have been looking at recently. As such, the Board has decided it is something we should educate ourselves on as well, so we spend*

about ten minutes each meeting discussing this topic and how it relates to the cooperative principles and our mission statement and ends policies.”

Treasurer Report - Kelsey reported on October’s activity for Board Expenses. Stipends of \$470.00 were recognized. We had one vacant position for this month only.

Committee Reports

GM Evaluation Committee – Jenna said they met and updated the monitoring reports in preparation for the upcoming evaluation in December.

Education Committee – Stephen shared a list of free available trainings our Board Members can take. He asked if any partake to please share with others the value it held, etc. These are offered as a part of our contracted services with Columinate. Work on the Annual Meeting will be the focus for the committee in the next few months.

The Perpetuation Committee – Recruitment ideas were shared. There are many owners to call, and the committee members may share with others who agree to help. A previously used script was shared by Kelsey from previous years. Two owners expressed interest in running and the contact information was given to Nick.

Board Article for Newsletter – Anja mentioned we are not on schedule for the December newsletter and therefore, Raini, who offered to write the Board Article, will be contacted with a new deadline. Stephen offered to share some ideas from his article one year ago.

Next Board Meeting

There will not be a December meeting of the Board of Directors. The next regular Board Meeting will be held on **Tuesday, January 25th, 2022 at 5:00** at the Natural Harvest classroom.

Jenna made a motion to adjourn at 7:12 PM and it was seconded by Nick. It was approved.

Respectfully submitted,

Lori Beth Maki,

Administrative Assistant and Owner