

# Spiral Natural Foods Board of Directors Meeting June 6, 2016

**Attendance:** Stacey Clark, Tiffany Lindbeck, Matt Malecha, Carol Morgan, Brandis Roush, Betty Schiefelbein, Ed Schiefelbein, Sue Taylor

The meeting was called to order at 6:12 pm. The board discussed B3 and B9 Policy Monitoring Reports. Matt will make several corrections to the reports: the date and that he is reporting compliance. Ed moved and Stacey seconded a motion to approve the agenda, the B3 and B9 Monitoring Reports with the noted corrections. Motion carried.

## Board Business

### Old Business

**Recruitment** – Brandi reported that she followed up with the front end employees at Spiral for names of members who might be willing to run for the Board of Directors. The application needs to be modified to reflect this year's dates. Betty will take care of that. The ballot needs to be in the mail by August 25<sup>th</sup>. All candidates need to return their application by August 23<sup>rd</sup>. Tiffany will check the board email ([board@spiralnaturalfoods.coop](mailto:board@spiralnaturalfoods.coop)) for applications.

**Position Descriptions** -- The job descriptions for board members were revised and posted on the Wiki. There were no more changes to these. Ed reviewed the terms of all current board members, and no changes were noted.

**GM Contract.** The board met and drafted a new contract to present to Matt. Matt signed the contract.

### New Business

**Chamber of Commerce** -- Carol connected with Kristi Barse, who is President of the Chamber of Commerce. Kristi is meeting Matt and Carol at the store on June 20<sup>th</sup>. The board outlined topics for discussion with Kristi, which will include: Are there any interested chamber members who would be good candidates for the BOD? What are we getting for our \$500? How can we maximize our Chamber membership? Can board members attend these events instead of Matt? What's our message about our future? How can we contribute to the community of Hastings? We will investigate changing the keywords on the Chamber website so that we come up in searches.

**Rivertown Days Parade** – Our application for the Rivertown Days Parade is in, which is on July 17<sup>th</sup>. Product is currently coming in to hand out at the parade. Matt will need help putting on labels. Betty will send Matt the stickers we printed to place on product in the past.

**Change in meeting day** – Board members discussed moving meetings to the 2<sup>nd</sup> Monday of the month. The decision was made to hold off on moving the date until after new board members are elected. Next month's meeting will be held on Wednesday, July 6<sup>th</sup> at Betty and Ed's house.

**Topics for Fall Retreat** -- The Board discussed topics for the Fall Retreat with Leslie. Ideas included: New Director Training / Board Orientation / Mentorship Program; how do you pair new board members with existing board members; timeline/checklist/protocol for checking in with mentor/new board member. Possible retreat dates are: September 18<sup>th</sup> October 30<sup>th</sup>, and November 13<sup>th</sup>; (focus on financials at the last meeting).

## GM Business

**Store Update** – Sales were down 8% in June, and June was slower this year over last year. We share data with cometrics which gives us a benchmark on how other coops are doing, and all Co-op sales are down. Matt reported that we will implement June 30<sup>th</sup> as the new date for the end of the fiscal year. All of the B1's will need to be moved. This will be on next month's agenda.

**Member Loan Letters** - The Member loan letters have gone out. Matt has heard back from 5 (out of the 11). One person would really like their money back. Four are fine with extending the loan. Unfortunately, Spiral cannot pay back loans if they are not financially stable. Ed moved and Sue seconded a motion to deny repayment of the loan because of Spirals financial condition. Motion carried.

The membership drive gained 21 new members. Macree has taken over as the buyer for the refrigerated department (milk, butter, dairy). Cassie has now started as the buyer for Meats. Matt will continue as the buyer for the Produce Department. He will reorganize the staff, as he will not hire a new produce manager for now. Spiral will be closed on July 4<sup>th</sup>.

Ed moved and Stacey seconded a motion to go into closed session at 7:55. Motion carried. Ed moved and Carol seconded a motion to come out of closed session at 8:01 pm. Motion carried.

Matt responded to questions on the B1 Monitoring Report and explained the graphs so that everyone understood the loan moving from long term to short term. *Since the loan is due in September it has moved from long term liabilities to short term liabilities. After the refinance we will see a drop again.* New proforma – Bill and Matt have not connected yet about the new proforma. Ed moved and Brandi seconded a motion to approve the B1 Monitoring Report. Motion carried.

We will start planning for the annual meeting at next month's meeting. The meeting will be held on Thursday, October 6<sup>th</sup>, at 6:30 pm at Health Solutions Center in Hastings.

**Coffee with the Board** – Susie will do a weekend in June. Carol will resend the link for signing up. Promotional materials are in the board box.

Ed moved and Sue seconded a motion to adjourn the meeting. Motion carried. The meeting was adjourned at 8:20 pm.