

MINUTES
QUINCY NATURAL FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING
January 19th, 2020

Time: 5:01 pm Meeting called to order by Rachel, President

Location: Zoom Meeting

Board members present: Rachel Bauer, Amy Napoleon, Gia Martynn, Aubrey Pickerell, Wayne Cartwright, Piers Strailey, Vanessa Vasquez.

Board members absent:

Minutes taken by: Amber Hughes

Also present: Lucinda Berdon IGM, Amber Hughes, Marketing & Member Services, Irene Kling, Finance Manager.

Welcome guests: Nance Reed, Kelly Williamson, Marcie Wilde, Angie Gornik, Michael Rodriquez

Open Forum/Announcements: 3 guests introduced themselves. Angie Gornik joined the meeting to network about healthy food access and her position with California health collaborative.

Approval of January 19th, 2020 Agenda:

Rachel motioned to approve; Amy seconded. Agenda approved. Vanessa abstained.

Approval of November 18th, 2020 Minutes:

Rachel motioned to approve; Wayne seconded. Minutes were approved without changes.

Board Education:

Volunteer director: Piers presented and discussed the topic of, “New GMs and What They Need”.

Upcoming board education:

February – staff member

March – Wayne How the coop movement started

April – to be determined

May – Member of management team

Manager's Report:

The general manager's report for Nov-Dec 2020 was discussed and the board accepted the report. Discussion included: Sales are up or stable and banking accounts are stable. We are participating in the work force alliance webinar to recruit employees. NCG is rolling out additional supplier starting in April; we should see more reliable product availability. In March we are participating in a coupon drive, with a promotional mailer every week. Training is on management's radar and discussions are being held on implementation

Old Business:

- **Election update:**
Elections begin on March 1st. The election handbook was updated. Tuesday January 26th is prospective candidate Q&A night. 2 seats are open for this election. Candidate applications are due February 8th.
- **Policy governance update:**
No updates

New Business:

- **3rd Quarter Financial Report:**
Finance committee meet and reviewed 3rd quarter report. Gia motioned to approve; Vanessa seconded. 3rd quarter report was approved. Q3 showed improvement over Q2. Lucinda provided information about co-op assets, we are in a good position to invest in the business. We will be applying for another PPP loan.
- **Board self-evaluation:**
Rachel will send out a survey; the plan is to review them at February meeting. Rachel is collaborating with Board development chair, Vanessa, on this task.
- **Membership monthly message:**
Jan - Amy
Feb - Vanessa
March - Rachel
April - Gia
- **Upcoming all staff meeting:**

Committee Reports:

- **Board Development:**
BOD elections and self-evaluation are tasks at hand.
- **Membership:**
Did not meet. Next meeting TBD.
- **Finance:**
Met Jan 16th and discussed 3rd quarter report. Next meeting TBD.
- **Policy:**
Did not meet. Next meeting TBD.
- **Executive:**
Did not meet. Next meeting Jan 27th.
- **AD HOC**
Met 5 times in December and 3 times in January to conduct interviews and discuss GM hiring process.

Closing:

Review Decisions, Tasks, Assignments:

- Vanessa will write the Feb Message; Rachel will write for March.
- Board Education for February will be a staff member, Lucinda will follow-up.
- Rachel will email the self-evaluation survey link to fellow Board members, response due Feb 8th.

Review Board Calendar: The board calendar was reviewed.

Next BOD Meeting: February 16th, 2021 in Quincy or online

Summary for Employee Memo: Rachel will email Lucinda.

Adjourn Meeting:

Rachel motioned to adjourn the meeting; Vanessa seconded. The meeting was adjourned at 6:01 pm.

Closed Session:

Closed session was held. The board approved a motion authorizing the GM to pursue a business opportunity.

Note: The Member Services Coordinator makes approved changes to the prior meeting's minutes and forwards the final version to the board secretary and the board president. The secretary posts the final minutes in the board Dropbox, and the Member Services Coordinator posts in the store and on the QNFC web site.