

MINUTES
QUINCY NATURAL FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING
November 18th, 2020

Time: 5:03 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

Board members absent: Vanessa Vasquez

Minutes taken by: Amber Hughes

Also present: Lucinda Berdon IGM, Amber Hughes, Marketing & Member Services.

Welcome guests: Kelly Williamson, Marcie Wilde, Bill Battagin.

Open Forum/Announcements:

Approval of November 18th, 2020 Agenda:

Rachel motioned to approve; Wayne seconded. Agenda approved.

Approval of October 20th, 2020 Minutes:

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

Board Education:

Volunteer director: Amy presented and discussed the importance of website design.

Upcoming board education:

January – Piers

February – Member of management team

March - Wayne

Manager's Report:

The general manager's report for September-October 2020 was discussed and the board accepted the report. Discussion included: Sales down 10% in QNF - up by

11% at FRFC. PPP loan was forgiven, Bulk sales increased by 13.5%, sales looking strong. Lots of winterizing going on. A quote for a generator that will operate the store during power outages will be proposed to the Board, once the details are final. Also discussed the Double Up Food Bucks' program and how Covid19 will affect curbside. A Covid19 travel policy will be implemented, effective immediately.

Old Business:

- **Election timeline:**

Aubrey will set up a Zoom meeting for December. Candidates are being added to a spread sheet to be contacted about running for the Board. Aubrey also has a scoop article for December 1st.

- **Portola Building:**

Lucinda will meet with the FRFC landlord and discuss a one-year lease.

New Business:

- **Set Board meeting dates:**

Meetings will stay on the third Tuesday. Rachel made a motion; Piers seconded. Approved.

- **Membership monthly message:**

Aubrey is up for December and January is Amy.

- **Upcoming all staff meeting:**

All staff meeting December 2nd 2:00 – Aubrey and Gia will attend.

- **Policy update:**

Amy discussed that the policy committee reached out to other Co-ops about the issue of policy governance. More information will be collected. Rachel said policy governance was a steep learning curve that support and training will be needed. GM's and Board Presidents were contacted for further information.

Committee Reports:

- **Board Development:**

Last meeting 14th of Oct. Next meeting TBD.

- **Membership:**

Did not meet. Next meeting TBD.

- **Finance:**

Meet Nov 13th. Discusses insurance policies, finance review, Portola Building, status of sales. Next meeting TBD.

- **Policy:**

Met Nov 16th. Next meeting TBD

- **Executive:**

Met Nov 9th. Next meeting TBD

- **AD HOC**

Met Oct 29 and Nov 12th. Next meeting Nov 19th; working on General manager hiring.

Closing:

Review Decisions, Tasks, Assignments:

- Aubrey will write the December Message; Amy will write the January message.
- Aubrey and/or Gia will attend the "all staff" meeting.
- Board Education for January will be Piers.

Review Board Calendar: The board calendar was reviewed.

Next BOD Meeting: January 19th, 2021 in Quincy or online

Summary for Employee Memo: Rachel will email to Lucinda

Adjourn Meeting:

Rachel motioned to adjourn the meeting; Piers seconded. The meeting was adjourned at 6:06 pm.

Closed Session:

A closed session was held, no action was taken

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.