

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

Time: 5:00 pm Meeting called to order by Rachel Bauer president

Location: Remote location due to COVID-19, via WEBEX

Board members present: Rachel Bauer, Vanessa Vasquez, Phil Sih, Diane McCombs, Gia Martynn, Amy Napoleon, Aubrey Pickerell

Board members absent:

Minutes taken by: Nova Kolpin, Human Resource Manager

Also present: Andrea Wilson, GM

Welcome guests:

Open Forum/Announcements: (None)

Approval of May 19th, 2020 Agenda:

Rachel motioned to approve; Diane seconded. Agenda approved.

Approval of April 14th, 2020 Minutes:

Rachel motioned to approve; Vanessa seconded. Minutes were approved with changes.

Changes were made to add details of the new Board Compensation Policy.

Board Education:

- Supporting your GM during a pandemic
- Volunteers for Board Education; will also coordinate with store managers in the future.
 - July Diane
 - August Vanessa
 - September Gia
 - October Aubrey
 - November OPEN

Manager's Report:

The general manager's report for May 2020 was discussed and the board accepted the report.

COVID - 19 update

- FRFC open June 1st; M-TH in store shopping, Friday Curbside
- QNF open June 6th; M-Friday Curbside, Saturday in store shopping
- This is tentative based on PPE being in place
- Limited customers, masks/hand washing required, one way traffic
- Spoke briefly about newly developed positions to support the new era in store shopping

EIDL Loan

- May 4th \$10,000 was deposited into the Quincy account as a grant
- Andrea does not believe we will continue to pursue additional funding through this loan as it has more traditional lending terms

PPP Loan update

- The loan was awarded May 11th: \$161,491
- To be used for employee wages, rent and utilities
- There is the possibility that this loan is forgivable; Andrea will be doing more research so she can move forward with confidence that amounts used will be forgivable
- The monies have been set aside in a savings account to help track what funding is being used for as exact amounts are transferred to cover payroll and utility costs
- Loan amounts not forgiven would be repaid at a 1% interest rate with a 6 month deferment

Old Business:

- **Board Calendar**

Rachel has changed the board calendar to reflect no board meeting in June, Community Appreciation Day planning moved to July, Board/Staff Appreciation moved to August.

Vanessa suggested to change the scoop deadline due to the change from print to digital. She will report back next meeting with a timeline of articles that need to be written.

- **Committee Rosters**

Andrea to participate on the membership committee until the return of Marketing and Membership Coordinator.

- **Annual Meeting**

Annual meeting to remain on virtual. Email to be sent to set up a meeting.

- **Patronage Dividend**

Gia made a motion to not distribute the patronage dividend in order to provide additional financial resources during this uncertain time. Rachel seconded. All voted “**aye**”. No patronage dividend will be disbursed.

- **Board Retreat**

Saturday June 13th 830am-noon in Quincy. Park TBD

- **All staff meeting**

May 27th @ 3pm all staff meetings online. Will also be scheduling a meeting for the 3rd Wednesday in June.

- **Scoop Deadline**

Phil will contact Aubrey and Amy for an interview and send an article introducing new board members to Andrea. Phil will have this ready by the next meeting.

Committee Reports:

- **Board Development**

Will schedule a meeting after this meeting

- **Membership**

Noon May 28th via webex - tentative

- **Finance**

Met yesterday; no next meeting scheduled

- **Policy**

- **Executive**

met April 29; no next meeting scheduled

Closing:

Review Decisions, Tasks, Assignments:

- Policy committee to review Governance Benefit Policy: banking of hours
- Andrea to send newsletter schedule
- Phil will write article on elected candidates
- Rachel to work with Nova to get the email forwarding set up

Review Board Calendar:

- Annual Meeting Plan to be worked on
- Patronage Dividend letter to be sent to members
- July start planning board staff appreciation

Next BOD Meeting: July 21st, 2020 in Quincy or online

Summary for Employee Memo

RACHEL TO EMAIL

Adjourn Meeting:

Rachel motioned to adjourn the meeting; Gia seconded. The meeting was adjourned at 6:41 pm.

Closed Session:

Closed session was held, no action was taken.

Note: The Human Resource Manager 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.