

MINUTES
QUINCY NATURAL FOODS CO-OP BOARD OF DIRECTORS
REGULAR MEETING
September 15, 2020

Time: 5:03 pm Meeting called to order by Rachel, president

Location: Zoom Meeting

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

Board members absent:

Minutes taken by: Amber Hughes

Also present: Nova Koplín, IGM, Amber Hughes, Marketing & Member Services,

Welcome guests: Julie Hochrein, Kelly Williamson, Bill Battagin, Sharrill Irons, Nance Reed.

Open Forum/Announcements: Rachel announced the board will not renew Andrea's Wilson's contract.

Approval of September 15, 2020 Agenda:

Rachel motioned to approve; Aubrey seconded. Agenda approved.

Approval of August 18, 2020 Minutes:

Rachel motioned to approve; Wayne seconded. Minutes were approved with changes. Piers and Wayne abstained.

Board Education:

Volunteer director: Gia presented

- Gia wrote and shared a summary on an article titled, "Good reporting."

Manager's Report:

The general manager's report for August 2020 was discussed and the board accepted the report. Discussion included the comparison of August 2019 to August 2020 bank account balances, and PPP and EDIL loans. Nova gave kudos to staff for Bulk reopening. Sales are growing at both stores.

Old Business:

- **Staff appreciation update:**

Appreciation gifts for Quincy staff were handed out at the staff meeting. Vanessa shared her experience of sharing Board Gifts and its success. Rachel, Gia, and Piers will coordinate delivering staff appreciation gifts to the Portola staff.

- **Community Appreciation Day Planning**

Gia discussed the membership committee meeting details. Board members signed up for times to be in stores.

- **Membership survey results**

8 paper copies and 32 online surveys were reviewed, summarized results were presented

- **Staff Survey Results**

18 responses were reviewed, summarized results were presented

- **Board Goals**

The board discussed and reviewed goals set during August board meeting. Rachel motioned to approve. Vanessa second. Goals approved.

- **Board Statement**

The Board statement regarding the masking wearing policy in stores was finalized with Board approval.

New Business:

- **Review Bylaws**

Articles I-III were reviewed.

- **Scoop Deadline:**

The decision to change to Monthly deadlines for the BOD was adopted. Mask and Board statement deadline will be October 1st.

- **Staff Meeting:**

Vanessa, Wayne, and Aubrey attended the September QNF all staff meeting.

Committee Reports:

- **Board Development:**

Met in Aug to discuss employee appreciation and Alan Morrison was asked to join. Next meeting TBD.

- **Membership:**

Met September 2nd and discussed National Coop Month otherwise known as Community Appreciation day. Next meeting TBD.

- **Finance:**

Met September 14th, discussed 2nd quarter report and sales to date for 3rd quarter. Next meeting TBD.

- **Policy:**

Have not met October, next meeting TBD. Piers will join policy committee.

- **Executive:**

Met September 11th and 14th with Andrea discussed her contract. Next meeting TBD

Closing:

Review Decisions, Tasks, Assignments:

- Gia scoop article
- Rachel committee roster
- Rachel, Piers, Gia staff appreciation
- All BOD members will attend CAD/NCM
- All BOD needs to review bylaws
- Vanessa will search for mission statement

Review Board Calendar: The board calendar was reviewed.

Next BOD Meeting: October 20th, 2020 in Quincy or online

Summary for Employee Memo

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Adjourn Meeting:

Rachel motioned to adjourn the meeting; Gia seconded. The meeting was adjourned a 7:13 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.