



Natural Harvest Board Meeting  
**Regular Meeting Minutes**  
Natural Harvest Community Room  
Wednesday, March 20, 2024

## 1. Call Meeting to Order

Board President Levchak called the meeting to order at 5:30 p.m.

Board Members Present: Edie Carr, Allison Hill, Jennifer Krenz, Stephen Levchak, Mike Nystrom, Victoria Ranua\*, and Dominic Renollet

Staff Present: None

\*Remote attendee

**Closed Session to Discuss New Business: GM Employment Contract – see Closed Session Minutes**

**Re-opened Regular Meeting at 6:40 p.m.**

## 2. Consent Agenda Items

- a. **1-18-24 Board Meeting Minutes**
- b. **2-21-24 Board Meeting Minutes**
- c. **February New Owners / Cancellations**
- d. **C2 - The Board's Job**
- e. **D - Global Board/Management Connection**

Carr moved to approve the consent agenda items with minor corrections to the minutes (listed below) and D Global Board / Management Connection (Nystrom to correct). Nystrom seconded. No abstentions or objections. Motion carried.

Minutes Corrections:

JANUARY:

- a. Jenna Kuitunen attended the January meeting, but was incorrectly listed as absent in the minutes.
- b. The Ends Revision Work Group consisted of Carr, Hill, Kuitunen, and Nystrom.

FEBRUARY:

- a. Christina Forsythe moved to adjourned but was incorrectly listed as Christina Kuitunen.

**3. General Manager (GM) Reports**

- a. **Ends Report**
- b. **Monthly Sales Chart**
- c. **Store Happenings**
- d. **Year End Financials**
- e. **Wegner CPA Profit and Loss Sheet**
- f. **Wegner CPA Balance Sheet**
- g. **NHFC Profit and Loss Sheet**
- h. **NHFC Balance Sheet**

Board discussed that when the General Manager is absent, a member of the succession team will be present.

Renollet approved the GM reports as presented. Carr seconded. Motion carried.

**4. New Business**

- a. **GM/Board Employment Contract – See Closed Session Minutes.**

Nystrom moved to approve the recommended changes to 2023 Paid Time Off (PTO). Carr seconded. Roll Call Vote. Motion carried unanimously. GM Evaluation Committee will make changes to contract proposal and send to GM Sterle.

- b. **Annual Meeting update / planning (Board Election Preparation, Owner Feedback Card Questions, board volunteer job sign-up sheet)**

Board discussed the general roles of the Board at annual meeting and content of the Owner Feedback Card: how would you see more volunteer opportunities for owners, and what kind.

- c. **Mircogrant update / planning**

No known applicants to date.

NHFC has been awarding the microgrant for 5 years. The 2024 application is complete, but is not yet live on the website. There is a limited pool of candidates. The program was initially designed to provide longevity to co-op food vendors. Based on discussion, Board made general decision to suspend program after this year.

- d. **ENDS work/discussion (Revision Work Group)**

Ends Revision Work Group presented the proposed changes to the Ends policy. Recommended changes will be shared with the GM as well as Columinate consultant Leslie for feedback. The changes keep the content of the existing Ends, but update the language to be more descriptive and follow the guidelines for Ends drafting presented during the Fall Retreat.

**e. Owner Engagement**

Reach out to AEOA and the North Saint Louis County SWCD on the Food Forest and to see if there is a clean-up day.

**f. Digital File Organization Project**

Files will be migrated from Google Drive to Microsoft Project in the coming months.

**g. Preliminary Dates for Board Orientation**

May 6, 7, or 8, 1-2 hours in evening. Ask Leslie which date works best for her.

**5. Treasurer’s Report**

Treasurer Nystrom presented the Treasurer's Report (stipends only). Annual Columinate Payment coming due. No action needed.

**6. Committee Reports**

<b>GM Evaluation</b>	Levchak, Nystrom, Forsythe	Drafted proposed contract and negotiated in good faith with GM Sterle. Sent proposed contract to Board for review/approval.
<b>Education</b>	Carr, Kuitunen, Hill	Covered in meeting.
<b>Perpetuation</b>	Ranua, Renollet, Krenz	Covered in meeting.  Discussed advertising remote option in the future.

**7. Next Meeting Dates**

Thursday, April 25, 2024 @ 5:00pm (Annual Meeting) (No Virtual Option)  
 Board to be present by 3:00pm.

Thursday, May 23, 2024 @ 5:30pm

Thursday, June 20, 2024 @ 5:30pm

**8. Adjourn**

Nystrom moved to adjourn the meeting at 7:22 p.m. Krenz seconded. Motion carried.  
Meeting adjourned.

Respectfully submitted,

Victoria Ranua  
Board Secretary

Approved by Board on  
June 20, 2024