



Natural Harvest Board Meeting  
**Regular Meeting Minutes**  
Natural Harvest Community Room  
Thursday, June 20, 2024

## 1. Call Meeting to Order

*Board President Levchak called the meeting to order at 5:33 p.m.*

Board Members Present: Edie Carr, Diana Jankovich, Jenna Kuitunen, Stephanie Leonard, Stephen Levchak, and Dominic Renollet.

Staff Present: Briana Sterle (GM).

## 2. Consent Agenda Items

- a. 3-20-24 Board Meeting Minutes
- b. 3-20-24 Closed Session Minutes
- c. 5-23-24 Board Meeting Minutes
- d. May New Owners/Cancellations
- e. C – Global Governance/Connection
- f. C8 – Governance Investment

*Motion made by Renollet to approve Consent Agenda Items as presented. Carr seconded. No abstentions or objections. Motion carried.*

## 3. GM Reports

- a. B6 – Staff Treatment and Compensation
  - i. Natural Harvest Employee Handbook
- b. Monthly Sales Chart
- c. Store Happenings

*Motion made by Carr to approve B Reports as presented. Jankovich seconded. No abstentions or objections. Motion carried.*

## 4. New Business

- a. Addition – T-shirts for the Board
  - i. Prior company used to order t-shirts is out of business.
  - ii. Briana has a copy of the logo in the right format.
  - iii. No branded merchandise that has been ordered for a few years.
  - iv. Edie is going to call a few places to get quotes.

**b. ENDS Revision Vote**

- i. **Edie presented the committee recommendation to accept the revised Ends.**

***Motion made by Renollet to approve the revised Ends as presented. Leonard seconded. No abstentions or objections. Motion carried.***

**c. Owner Engagement**

- i. **Tabled for next meeting.**

**d. Digital File Organization Project**

- i. **File Clean-up Committee update**
  1. **Diana and Jenna updated Board on plan: create a table of contents and standard naming conventions.**
  2. **Present to Board (via email) Table of Contents/File Map before reorganizing.**

**e. MN Secretary of State Federal Beneficial Ownership**

- i. **GM Memo to Board**
- ii. **Corporate Transparency Act**
- iii. **Beneficial Ownership Information FAQ**
- iv. **Beneficial Ownership Information Compliance Guide**
  1. **Leslie (Columinate) is willing to set up a call with the Board.**
  2. **NHFC needs to be in compliance by January 1, 2025.**
  3. **Steve will contact Leslie to set up a call and ask for a recording.**
  4. **Briana learned about it via a conference with NCG. Basically registering information about the business. One person needs to be registered with FinCEN (via SSN). Needs to be updated as Board changes with DL/State ID.**

**5. Treasurer’s Report**

**6. Committee Reports**

<b>GM Evaluation</b>	Steve, Edie, Christina	Steve and Edie met and will update the charter. Christina will be the Chair, once she accepts. Reviewed the monitoring report and schedule.
<b>Education</b>	Victoria, Jenna, Stephanie	Jenna and Stephanie met and updated the charter. Stephanie will be the chair. Will meet in July to discuss

		topics. Will get potential dates from Leslie next week.
<b>Perpetuation</b>	Nick, Mike, Diana	Did not meet. Will meet soon. Start discussing when to begin recruiting. In Store in Sep/Oct.

**6. Next Meeting Dates**

- Tuesday, July 23, 2024, at 5:30 p.m.
- Tuesday, August 20, 2024, at 5:30 p.m.
- Tuesday, September 17, 2024, at 5:30 p.m.

**7. Adjourn**

**Motion made by Carr to adjourn the meeting at 7:11 pm. Renollet seconded. No abstentions or objections. Motion carried. Meeting adjourned.**

Respectfully submitted,

Jenna Kuitunen  
Board Secretary

Approved by Board on  
July 23, 2024