



Natural Harvest Board Meeting
Regular Meeting Minutes
Natural Harvest Community Room
Tuesday, July 23, 2024

1. Call Meeting to Order

Board President Levchak called the meeting to order at 5:31 p.m.

Board Members Present: Edie Carr, Christina Forsythe, Diana Jankovich, Jenna Kuitunen, Stephanie Leonard, Stephen Levchak, Mike Nystrom, and *Dominic Renollet.

Staff Present: Briana Sterle (GM).

*via Phone

2. Consent Agenda Items

- a. 6-20-24 Board Meeting Minutes
- b. June New Owners/Cancellations

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

3. GM Reports

- a. B9 – Emergency GM Succession
 - i. Board should establish a process for the Board that is compatible with the GM Succession plan for operations.
 1. Potential topic for fall retreat.
 - a. Would Board members be able to step in to assist in any capacity and what are the limitations to that.
 2. Form an ad-hoc committee following the retreat.
 - ii. An ad-hoc committee was established to search for the GM the last time it was needed.

Motion made by Forsythe to approve B9 Report as presented. Carr seconded. No abstentions or objections. Motion carried.

- b. Monthly Sales Chart
- c. Store Happenings

4. New Business

- a. Annual Review of Articles of Incorporation**
- b. Annual Review of Bylaws**
- c. Beneficial Ownership Information Protocol Discussion**
 - i. Board members will create their own FinCen number and provide to Briana.**
 - ii. Include as a list of items for new board members – an item for the Perpetuation Committee.**
 - iii. Board will provide to Briana by the end of August with FinCen in the subject line.**
- d. Removal of Director Ranua**
 - i. This is the third consecutive meeting she has been absent with no contact. Multiple attempts have been made to contact her via phone and email, to both personal and business numbers/addresses with no response.**
 - ii. A letter will be sent to her last known address to inform her of her removal from the Board. Forsythe will draft the letter.**

Motion made by Carr to remove Director Victoria Ranua due to unexplained absences per Policy C-10: Attendance. Leonard seconded. Roll call vote - unanimous. Motion carried.

- e. Board Seat Vacancy (if needed)**
 - i. Perpetuation Committee will work to fill the open seat.**
 - ii. Board can continue to function until a replacement is found as we have a sufficient quorum.**
- f. Director Stipend Policy**
 - i. Directors are not using their house accounts and that balance is just stagnant.**
 - ii. Add an expiration to the house funds after a Director's term has ended.**

Forsythe left meeting at 7:15.

Motion made by Kuitunen to amend the Stipend Policy for unused funds to expire 90 days after a Director's service ends. Carr seconded. No abstentions or objections. Motion carried.

- g. File Sharing Organization Update**
 - i. Discussed a draft of an SOP**
 - ii. Discussed adding a new Director orientation prior to the first board meeting.**
 - iii. Discussed adding a board calendar.**
- h. Fall Retreat Preliminary Planning**
 - i. Board Perpetuation**

- ii. **Board Plan for GM Succession**
- i. **Community/Owner engagement**
 - i. **Shoreline clean-up**
 - ii. **Garden tending – weeding/planting**

5. Treasurer’s Report

6. Committee Reports

GM Evaluation	Steve, Edie, Christina	Did not meet.
Education	Jenna, Stephanie	Did not meet. See discussion on fall retreat above.
Perpetuation	Nick, Mike, Diana	Did not meet, but will be meeting to discuss the open board seat.

6. Next Meeting Dates

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

7. Adjourn

Motion made by Kuitunen to adjourn the meeting. Leonard seconded. No abstentions or objections. Motion carried. Meeting adjourned at 7:36.

Respectfully submitted,

Jenna Kuitunen
 Board Secretary

Approved by Board on
 August 20, 2024