



Natural Harvest Board Meeting
Regular Meeting Minutes
Natural Harvest Community Room
Tuesday, November 26, 2024

1. Call Meeting to Order

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

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

Staff Present: Briana Sterle (GM).

2. Consent Agenda Items

- a. 10-22-24 Board Meeting Minutes
- b. October New Owners/Cancellations
 - i. Owner Stock Buyback
- c. C3 – Agenda Planning
- d. D1 – Unity of Control

Motion made by Renollet to approve Consent Agenda Items with typo correction in C3- Agenda Planning. Leonard seconded. No abstentions or objections. Motion carried.

3. GM Reports

- a. B1 – Financial Condition – 3rd Qtr 2024
 - i. Profit & Loss Budget vs Actuals – 3rd Qtr 2024
 - ii. Balance Sheet – 3rd Qtr 2024

Motion made by Kuitunen to approve the B1 report as presented. Carr seconded. No abstentions or objections. Motion carried.

- b. B4 – Membership Rights & Responsibilities
 - i. Ownership Brochure
 - ii. Ownership Application
 - iii. Orientation to Food Cooperatives
 - iv. Owner Welcome Letter - \$100
 - v. Owner Welcome Letter - \$25
 - vi. Equity Pay-off Letter
 - vii. Owner Certificate

Motion made by Carr to approve the B4 report as presented. Jankovich seconded. No abstentions or objections. Motion carried.

c. B5 – Treatment of Customers

Motion made by Carr to approve the B5 report as presented. Renollet seconded. No abstentions or objections. Motion carried.

- d. Monthly Sales Chart**
- e. Store Happenings**

4. New Business

- a. Schedule 2025 Annual Meeting Date**
 - i. Virginia Elks Club**
 - ii. Primary Date – Wednesday, April 23, 2025**
 - iii. Secondary Date – Wednesday, April 30, 2025**
- b. 2025 Board Calendar Review**
- c. Board Election Packet Review**
 - i. Application deadline is TBD as Briana will talk to Laura Goff about what timing is needed from a marketing perspective.**
- d. C6 – Officer’s Roles**
 - i. Updated the outdated language. No change to context. Approved at the prior meeting.**

Motion made by Carr to approve the C6 report as presented. Renollet seconded. No abstentions or objections. Motion carried.

5. Treasurer’s Report

- a. November Board Budget**
 - i. Add items for known repeat expenses going forward:**
 - 1. Annual meeting entertainment**
 - 2. New Board Member shirts (budget for 4)**
 - 3. Fall retreat travel, meal, and hotel costs for Columinate Consultant.**

6. Committee Reports

GM Evaluation	Steve, Edie, Christina	- Sent out GM Monitoring Report for review. Schedule review in December.
Education	Jenna, Stephanie	- Met to start

		<p>Orientation plan/schedule.</p> <ul style="list-style-type: none"> - Will meet again to refine further, put together materials. - Columinate first, then NHFC orientation. - Schedule May meeting and both orientation dates in February. - Thursday, December 19, 2025 at 5 p.m. – meet and greet with Molly and Leslie.
<p>Perpetuation</p>	<p>Nick, Mike, Diana</p>	<ul style="list-style-type: none"> - Discussed the Board Election Packet above. - Working on the skills assessment. - Met with Maria Isley from the Duluth Whole Foods Co-op. <ul style="list-style-type: none"> o Finding candidates is a universal struggle. o If board is functioning, don't fill the seat just to fill the seat. - Wrote article for the December newsletter.

7. Board Article for Newsletter

a. Volunteers for Quarterly Board Articles

- i. TBD – May would be the next.

b. Volunteers for Spring edition Board Article

- i. Due end of March.
- ii. Steve is going to write it.

8. Next Meeting Dates

- Thursday, January 16th at 5:30 p.m.
- Thursday, February 13th at 5:30 p.m.
- Thursday, March 27th at 5:30 p.m.

9. Adjourn

Motion made by Carr to adjourn the meeting. Nystrom seconded. No abstentions or objections. Motion carried. Meeting adjourned at 7:38 p.m.

Respectfully submitted,

Jenna Kuitunen
Board Secretary

Approved by Board on
January 16, 2025