



Natural Harvest Board Meeting  
**Regular Meeting Minutes**  
Natural Harvest Community Room  
Thursday, January 16, 2025

## 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).

Others Present: Molly Phipps\* (CBLD Consultant)

\*Remote attendee.

## 2. Consent Agenda Items

- a. 11-26-24 Board Meeting Minutes
- b. November and December New Owners/Cancellations
  - i. Owner Stock Buyback
  - ii. Owner Stock Buyback
  - iii. Owner Stock Buyback

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

## 3. Meet and Greet with Molly Phipps – new CBLD consultant

## 4. GM Reports

- a. B – Global Executive Constraint
- b. B3 – Asset Protection

***Motion made by Forsythe to approve the B report as presented. Kuitunen seconded. No abstentions or objections. Motion carried.***

***Motion made by Forsythe to approve the B3 report as presented. Kuitunen seconded. No abstentions or objections. Motion carried.***

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

**5. New Business**

**a. Board Candidate update**

- i. No candidates yet

**b. Review 2024 Annual Meeting Minutes**

- i. 2024 Annual Meeting Minutes were taken by prior Secretary Victoria Ranua who was subsequently removed from the board at the July 2024 meeting for missing three consecutive meetings without notice.
- ii. Attempts to collect the minutes from Ranua have been unsuccessful.
- iii. Per Molly, do our best to recreate minutes as a team.
- iv. Document what happened.
- v. No big decisions were made.
- vi. A motion and a second came from the floor.
- vii. Kuitunen will recreate the minutes and present them at the next board meeting.

**c. Update Annual Meeting Record Keeping Process**

- i. Hard copies of sign-in checklist need to be scanned and emailed to the board.
- ii. Carr will update the Annual Meeting Checklist before next meeting.

**d. Consumer Cooperative Management Association – Duluth**

- i. Next meeting is hosted by Whole Food Co-op in Duluth.
- ii. Shifts annually to different corridors (West, Central, East).
- iii. Attended by Board, Staff, and Consultants. Molly finds it to be worthwhile.
- iv. Cost is high, would want to register before April 11, 2025 for discount.
- v. There are breakouts and keynote speakers.
- vi. If we want to present, we have to submit proposals by February 28, 2025.
- vii. Will add into the board budget for next meeting.

**e. Briana's 2024 PTO Carryover**

- i. Briana's contract allows her to rollover 80 hours and get paid out for an additional 80 hours.
- ii. As of the end of 2024 she had 88.1 hours remaining.
- iii. Briana is requesting to have the 8.1 hours roll over rather than pay out.

***Motion made by Renollet to approve allowing Briana to roll over an additional 8.1 hours of PTO. Carr seconded. No abstentions or objections. Motion carried.***

**6. Treasurer's Report**

**a. January Board Budget**

**7. Committee Reports**

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<b>GM Evaluation</b>	Steve, Edie, Christina	<ul style="list-style-type: none"> <li>- Briana reviewed the GM evaluation in December.</li> <li>- Her 2025 goal was already met by hiring an IT and Point of Sale person.</li> </ul>
<b>Education</b>	Jenna, Stephanie	<ul style="list-style-type: none"> <li>- Stephanie sent out the Board Orientation Outline.</li> <li>- Set the time limits for each topic.</li> <li>- Review for February and select areas for people to cover.</li> </ul>
<b>Perpetuation</b>	Nick, Mike, Diana	<ul style="list-style-type: none"> <li>- Did not meet.</li> <li>- Focused on providing the Election Package to Laura and the election has been launched.</li> <li>- Will meet to plan dates to table for board election.</li> </ul>

**7. Next Meeting Dates**

- Thursday, February 13<sup>th</sup> at 5:30 p.m.
- Thursday, March 27<sup>th</sup> at 5:30 p.m.

**8. Adjourn**

***Motion made by Kuitunen to adjourn the meeting. Leonard seconded. No abstentions or objections. Motion carried. Meeting adjourned at 6:55 p.m.***

Respectfully submitted,

Jenna Kuitunen  
Board Secretary

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Approved by Board on  
February 13, 2025