



Natural Harvest Board Meeting
Regular Meeting Minutes
Natural Harvest Community Room
Tuesday, November 18, 2025

Board Members Present: Edie Carr, Christina Forsythe, Kerby Green (joined late), Jenna Kuitunen, Stephanie Leonard, Mike Nystrom, and Carla Parrish.

Board Members Absent: None.

Staff Present: Briana Sterle (GM).

I. Call Meeting to Order

Board President Carr called the meeting to order at 5:32 p.m.

2. Consent Agenda Items

- a. **Approve 10-23-25 Board Meeting Minutes**
- b. **October New Owners**

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

3. Committee Reports

a. GM Evaluation

- i. Sent RFP

b. Education

- i. Did not meet

c. Perpetuation

- i. Video update

1. What skills do we need to be successful?
2. What skills do we have?
3. Send first attempt even if not fully polished.

Green joined at 5:39

4. Teams video format can be used.
5. Refer to email Carla sent with talking points – Mike resent

6. Put together a calendar.
7. Election packet is mostly updated.
8. Did not update Director's code of conduct yet.

4. New-Continuing Business & Education

a. Board Housekeeping:

- i. **Treasurer's Report**
- ii. **Calendar Review**
 1. Will update committee schedule once updates completed.
 2. Article to membership – contact Laura first to make sure it is not duplicative. Carla will prepare and send for review.
- iii. **Document organization – One Drive**
 1. Updates in process
 - a. Create Archive for older files.
 - b. Anything older than 3 years will go into Archive.
 - c. Duplicate files will be deleted.
- iv. **Upcoming Education opportunities**
- v. **Training/education re-cap**

b. Retreat Review

5. Policy Compliance

a. GM Executive Limitations:

- i. **B1 – Financial Condition Q3**
 1. Q3 Balance sheet
 2. Q3 P&L
 3. Notes

Motion made by Kuitunen to approve the B1 Financial Condition reports as presented. Green seconded. No abstentions or objections. Motion carried.

- ii. **B4 – Membership Rights**
- iii. **B5 – Treatment of Customers**

Motion made by Nystrom to approve the B4 and B5 reports as presented. Leonard seconded. No abstentions or objections. Motion carried.

b. Board Self-Monitoring

- i. **C5 - Directors Code of Conduct (previously approved – updates pending, tabled).**
- ii. **C3 – Agenda Planning**
- iii. **D1 – Unity of Control**

Motion made by Kuitunen to approve the Board Self-Monitoring Reports C3 and D1 as presented. Parrish seconded. No abstentions or objections. Motion carried.

6. Business Update

- a. **Monthly Sales Chart**
- b. **Store Happenings**

7. Re-Cap Decisions and Duties

- a. **Committees will meet and get updated Charters, Work plan, and Roles and Responsibilities by January 8, 2026. Save in January meeting folder.**

8. Adjourn

Meeting adjourned at 7:40 p.m.

Closed Session – GM Contract Process Review

9. Next Meeting Dates

- **January 22, 2026**
- **February 26, 2026**
- **March 26, 2026**
- **Annual Membership Meeting – April 22, 2026**

Respectfully submitted,

Jenna Kuitunen
Board Secretary
January X, 2026