



BOARD MEETING MINUTES

Board Meeting Minutes

1. Call to Order

1.1. The regular Board meeting of the Breadroot was called to order at 5:37 PM 03/17/2025 (rescheduled from 03/10/2025) at the Dahl Arts Center by President Tiffany Knight. Secretary Karissa Ellis was present.

2. Roll Call

2.1. Members in Attendance: President Tiffany Knight, Vice President Rachel Lindvall, Secretary Karissa Ellis, Treasurer Jamin Hubner, Ally Titus, Kristie Hendricksen (Rachel & Ally via Zoom)

2.2. Members absent: Curt Voight, Twyla Stanifer

2.3. Guests present

2.3.1. Staff: Sharissa Stevens (GM), Libbertie Richmond (Admin Assistant), Erin Bender (Marketing)

2.3.2. Members/others: None

3. Quorum

3.1. A quorum of 3/5 was present.

4. Co-op Member Time

4.1. Nothing to report

5. Minutes

5.1. The minutes of the 01/13/2025 meeting were approved via email on 1/15/2025.

5.2. Executive Committee approved the 03/17/2025 Order of Business

6. Report of Officers

6.1. President Tiffany Knight reported.

6.2. Vice President Rachel Lindvall did not report.

6.3. Secretary Karissa Ellis reported the Action Log update.

6.4. Treasurer Jamin Hubner reported as follows:

6.4.1. Cash in main account at BHFCU: **\$422,050.59**

6.4.2. Cash in CD at BHFCU: **\$386,464.35**

6.4.3. Cash in CD at Highmark Credit Union: **\$211,990.93**

6.4.4. Cash in CD at Aspen Credit Union: **\$469,420.15**

7. Report of the Board

7.1. Nothing to report

8. Standing Committees

8.1. The Executive Committee reported.

8.1.1. Meeting was held to discuss previous meeting. Decisions were made to improve the flow of meetings, and noted the need for a more flexible meeting location for time and attendees.

8.1.2. Executive Committee approved a separate summary version of the strategic plan that could be shared with board applicants.



BOARD MEETING MINUTES

- 8.1.3. Executive committee approved giving members a 10% once-a-month discount, now planned to start by the Annual Meeting.
- 8.2. The Finance Committee reported.
- 8.3. The Member Engagement Committee reported.
 - 8.3.1. Register Round Up Participant Discussion
 - 8.3.1.1. Tiffany moved to approve the slate of charity round-up candidates on the ballot for the upcoming election. Motion passed unanimously.
- 8.4. The Board Development Committee reported.
 - 8.4.1. The Nomination subcommittee reported the list of candidates for election
 - 8.4.1.1. Current Board Directors: Tiffany Knight, Rachel Lindvall
 - 8.4.1.2. New applicants: Manya Larson, Robert Blatnick, and Martin Kocanda (Marco).
 - 8.4.2. Annual meeting reminder. Libbertie and Tiffany will be leading the planning.
- 8.5. The Strategic Planning and Effectiveness Committee reported.
 - 8.5.1. 2025-2030 strategic plan and policy manual approved by the committee.
 - 8.5.1.1. Jamin moved for board approval of the five-year strategic plan. Motion passed unanimously.
 - 8.5.1.2. Approval of Policy Manual postponed for final edits on committee policy and meeting notice requirements.
 - 8.5.2. Board evaluation survey presented.
 - 8.5.3. Member Survey Questions discussed.
- 9. **Special Committees**
 - 9.1. Expansion Committee reported.
- 10. **Report of the General Manager**
 - 10.1. GM Sharissa Stevens Reported.
 - 10.1.1. Store updates (Restrooms, signage)
 - 10.1.2. February CX Survey
 - 10.1.3. Bookkeeping update
 - 10.1.3.1. Jamin moved to approve up to \$20,000 in accounting expenses to ensure that the cooperative's books are in order. Motion passed 4-0-2.
 - 10.1.4. Member Benefits reviewed, updates suggested. Key changes: 10% discount and more Breadroot Basics.
 - 10.1.5. Front End Manager position posted.
 - 10.1.6. Four New Hires:
 - 10.1.6.1. Green: Center Store Assistant; Jamie, Mikayla, Gracie: Cashiers
- 11. **Unfinished Business**
 - 11.1. Jamin moved to update the 11.18.2024 minutes to reflect the fact that there was a motion to add Libbertie and Erin to the Strategic Planning and Effectiveness Committee in November, and the board approved unanimously. This had simply not been recorded in the minutes. Motion to update minutes passed 4-0-2.
 - 11.2. Movement on 1.13.2025 by Sharissa to approve Grace and Libbertie's access to Breadroot financials needed to be ratified as the GM is not a board member. Jamin moved to ratify. Motion was approved 5-0-1.
- 12. **New Business**



BOARD MEETING MINUTES

- 12.1. Jamin moved to extend the time to work with Freidel & Associates as long as is required to resolve the cooperative's bookkeeping issues. Motion passed 4-0-2.
 - 12.2. Jamin moved to update section 7.4.3 in the bylaws from "Directors that are absent for more than 25% of Board meetings in any given twelve (12) month period are automatically expelled from the Board" to "Directors that are absent for more than one third (1/3) of Board meetings in any given twelve (12) month period are automatically eligible for expulsion from the Board." Motion passed unanimously.
 - 12.3. The board went into a closed meeting at 6:55 PM to discuss board personnel matters
 - 12.4. The board returned to the regularly scheduled meeting at 6:59 PM. Jamin moved to remove Curt Voight from the board due to attendance. Motion passed unanimously
13. **Announcements**
- 13.1. **ANNUAL MEETING:** Saturday, 5/3/2025 (Time & Location TBD)
 - 13.1.1. A board meeting is required within 15 days after annual meeting. Tiffany moved to plan for a May 5 board meeting at 5:30, location TBD. Motion passed unanimously.
 - 13.2. **Adjournment**
 - 13.3. The meeting was adjourned at 7:05 PM.
 - 13.4. Committee Meetings:
 - 13.4.1. Finance - Apr. 22 at 10:30AM
 - 13.4.2. Member Engagement - TBD
 - 13.4.3. Board Development - TBD
 - 13.4.4. Strategic Planning and Effectiveness - Apr. 15 at 5:15PM
 - 13.4.5. Other - TBD

—

Approved by the Executive Committee (President Tiffany Knight, Vice President Rachel Lindvall, Treasurer Jamin Hubner, and Secretary Karissa Ellis) 3/19/2025 via email.