



# BREADROOT

## NATURAL FOODS CO-OP

### Board Meeting Minutes

#### 1. Call to Order

- 1.1. The regular Board meeting of the Breadroot was called to order at 5:33 PM, 05/08/2025 at the Dahl Arts Center by President Tiffany Knight. Secretary Karissa Ellis was present.

#### 2. Roll Call

- 2.1. Board Members in Attendance: President Tiffany Knight, Vice President Rachel Lindvall, Secretary Karissa Ellis, Treasurer Jamin Hubner, Ally Titus, Kristie Hendricksen, Marko Kocanda, Robert Blatnick, Many Larson
- 2.2. Members absent: 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. Minutes

- 4.1. The minutes of the 03/17/2025 meeting were approved via email on 03/19/2025.
- 4.2. Tiffany moved to approve the Order of Business

#### 5. Report of Officers

- 5.1. President Tiffany Knight reported.
  - 5.1.1. Successful annual meeting
- 5.2. Vice President Rachel Linvall did not report.
- 5.3. Secretary Karissa Ellis did not report.
- 5.4. Treasurer Jamin Hubner reported as follows: (Updated amounts after meeting in parentheses)
  - 5.4.1. Cash in main account at BHFCU: **\$377,443**
  - 5.4.2. Cash in CD at BHFCU: **Unverified (387,963)**
  - 5.4.3. Cash in CD at Highmark Credit Union: **\$204,679 (\$471,501)**
  - 5.4.4. Cash in CD at Aspen Credit Union: **\$107,153 (\$312,908)**
  - 5.4.5. Tiffany moved to approve the treasurer's report, motion passed unanimously

#### 6. Standing Committees

- 6.1. The Executive Committee did not report.
- 6.2. The Finance Committee reported.
  - 6.2.1. Accounting issues being resolved, almost complete
  - 6.2.2. After adjustments for accounting issues, Q4 of 2024 did not perform as well as previously expected, due to adjustments and making sure bills were properly paid. Should not be an issue going forward.
- 6.3. The Member Engagement Committee reported.
  - 6.3.1. Weiner Wednesday coming July 23 – Justin Warner coming to grill with us!
  - 6.3.2. Connect with Your Co-op coming in October, more planning soon
- 6.4. The Board Development Committee reported.



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- 6.4.1. Annual board meeting event was a success
- 6.4.2. New board members oriented
- 6.4.3. Meet your board event in the works
- 6.4.4. Board retreat planning
- 6.5. The Strategic Planning and Effectiveness Committee reported.
  - 6.5.1. Policy manual and membership benefits final touches to bring into compliance with bylaws.
    - 6.5.1.1. Complying with 2024 bylaws update, 1/13/2025 the Board voted to update the annual membership cost to 1 share (\$30), and the lifetime membership cost to 10 shares (\$300).
    - 6.5.1.2. Final policy manual updates planned to be presented next meeting for approval
  - 6.5.2. Finalized survey to be distributed to members
  - 6.5.3. Completed internal board survey
- 7. **Special Committees**
  - 7.1. Expansion Committee reported
    - 7.1.1. Continuing to make progress – will inform rest of board when a deal is approaching
- 8. **Report of the General Manager**
  - 8.1. GM reported
    - 8.1.1. Staff updates
    - 8.1.2. Sales & Merch status updates
    - 8.1.3. New member benefits & shares updates – Great feedback, still working on share conversion process
    - 8.1.4. Marketing matter's conference upcoming
    - 8.1.5. Annual meeting report - fantastic!
      - 8.1.5.1. Next year would like to have committees give brief reports.
- 9. **New Business**
  - 9.1. Officer Elections
    - 9.1.1. Robert nominated Tiffany for President, approved unanimously
    - 9.1.2. Karissa nominated Rachel for Vice President, approved unanimously
    - 9.1.3. Jamin nominated Karissa for Secretary, approved unanimously
    - 9.1.4. Tiffany nominated Jamin for Treasurer, approved unanimously
  - 9.2. Committee Chair Nominations
    - 9.2.1. Executive Committee Chair (President) and Finance Committee Chair (Treasurer) are automatic
    - 9.2.2. Board development – Tiffany nominates Libbertie (Admin Assistant), approved unanimously
    - 9.2.3. Member Engagement – Kirstie nominates Erin (Marketing Manager), approved unanimously
    - 9.2.4. Strategic Planning and Effectiveness (SPEC) – Tiffany nominates Jamin, approved unanimously
  - 9.3. Committee Members
    - 9.3.1. Finance committee – Jamin (Chair), Tiffany, Sharissa, Grace, Robert
    - 9.3.2. Member Engagement – Erin (Chair), Libbertie, Rachel, Ally, Kristie, Sharissa, Marko
    - 9.3.3. SPEC - Jamin (Chair), Robert, Rachel, Libbertie, Sharissa, Erin, Karissa
    - 9.3.4. Board development – Libbertie (Chair), Sharissa, Erin, Many, Kristie



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9.3.5. Expansion committee - Libbertie, Sharissa, Erin, Marko, Ally, Rachel, Tiffany, Mike Krsnak  
(Member, Partner of BR's Database Coordinator, Technical Engineer)

9.3.6. Twyla not present – committee assignment to be determined at a later time.

#### 9.4. Quarterly Financial Report

9.4.1. Financial growth, co-op comparison, budget status. Financial cleanup almost done.

9.4.2. Budget may be adjusted for 2025 after review.

9.4.3. Jamin moved to approve report, passed unanimously.

#### 10. Announcements

10.1. The next meeting will be held at the Dahl Arts Center July 14 at 5:30 pm.

10.2. Committee Meetings

#### 11. Adjournment

11.1. The meeting was adjourned at 6:39 PM.

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*Approved by the Executive Committee (President Tiffany Knight, Vice President Rachel Lindvall, Treasurer Jamin Hubner, and Secretary Karissa Ellis) 05/12/2025 via email.*