



# 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, 09/15/2025 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, Twyla Stanifer, Kristie Hendricksen, Manya Larson, Marko Kocanda, Robert Blatnik
- 2.2. Members absent:
- 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 07/14/2025 meeting were approved via email on 7/20/2025.

#### 5. Report of Officers

- 5.1. President Tiffany Knight reported
  - 5.1.1. The executive committee is working on resolving equity issues, additional details to be discussed in closed meeting
- 5.2. Vice President Rachel Lindvall did not report.
- 5.3. Secretary Karissa Ellis did not report.
- 5.4. Treasurer Jamin Hubner reported as follows:
  - 5.4.1. Cash in main checking account at BHFCU: \$594,624
  - 5.4.2. Cash in CD at BHFCU: \$394,729
  - 5.4.3. Cash in CD at Highmark Credit Union: \$469,544
  - 5.4.4. Cash in CD at Aspen Credit Union: \$306,045
- 5.5. Robert moved to approve the treasurer's report, approved unanimously

#### 6. Standing Committees

- 6.1. The Executive Committee reported.
  - 6.1.1. President and Treasurer met with accountants to review the implementation of share prices. Further discussion during closed meeting.
- 6.2. The Finance Committee reported.
  - 6.2.1. Agreed to move \$200,000 from checking to a high-yield CD and renew CDs approaching maturity
  - 6.2.2. Established a regular procedure for bookkeeper to share latest updates about CDs with treasurer 3 days before meeting
- 6.3. The Member Engagement Committee reported.
  - 6.3.1. Connect with your Co-Op is October 11 10-4pm, need event volunteers and assistance distributing posters



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- 6.4. The Board Development Committee reported.
  - 6.4.1. Board retreat date rescheduled to October 25th
  - 6.4.2. Staff and board picnic delayed for now
  - 6.4.3. Columinate webinar schedule and links provided in board packet
- 6.5. The Strategic Planning and Effectiveness Committee reported.
  - 6.5.1. Committee recommends removing CX Survey from the assessment plan in policy manual since it is detailed info not necessarily relevant to macro planning. Will continue to be provided in main board packets.
    - 6.5.1.1. Jamin moved to remove the assessment from the policy manual, passed unanimously
  - 6.5.2. Reviewed Strategic Plan, submitting updated version for approval
    - 6.5.2.1. Jamin moved to approve, passed unanimously
  - 6.5.3. Reviewed Bi-Annual GM compliance report, considering similar reporting requirements for board. .  
Example within board packet, showing what part of compliance will be reviewed each meeting.
    - 6.5.3.1. Jamin moved to approve the compliance report, passed unanimously
- 7. **Special Committees**
  - 7.1. Expansion Committee reported
    - 7.1.1. Two location options are being discussed. Board will take a look at each. Presentation being prepared comparing pros and cons.
- 8. **Report of the General Manager**
  - 8.1. Multiple new hires, personal staff updates
  - 8.2. Erin and Sharissa attended a peer audit. Contributed to another co-op, also took some lessons
  - 8.3. Interviews and expansion discussions coming w/ NCG
  - 8.4. Register roundup very successful relaunch
  - 8.5. Working with producers to make blog + info about each producer in store.
  - 8.6. Q2 Financial Report
    - 8.6.1. Q2 financial report does not have all of its normal components due to current issues with equity.
      - 8.6.1.1. Jamin moved to approve without missing components. Passed unanimously.
- 9. **New Business**
  - 9.1. Two member share refund requests
    - 9.1.1. Jamin moved to defer the decision on member share refund until either next meeting or when accounting issue is resolved, whichever comes first. Passed unanimously
  - 9.2. Dahl Arts Center wants to start charging to use the space. Suggestions for alternate meeting spaces provided - likely meeting next at Tiffany's REMAX meeting space. Other suggestions include Pure Bean, Ridgeline Roasters, City Hall.
- 10. **Announcements**
  - 10.1. NCG visit Sept 22-24
  - 10.2. Fall GM Conference Sept 15-18
  - 10.3. The next meeting will be held 11/10/2025 at 5:30 PM, current plans to meet at REMAX building at 1240 Jackson Blvd.
- 11. **Adjournment**



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- 11.1. The meeting was adjourned at 6:42 PM.
- 12. Closed meeting held

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- 1. *Minutes approved by the Executive Committee (President Tiffany Knight, Vice President Rachel Lindvall, Treasurer Jamin Hubner, and Secretary Karissa Ellis) via email 9/22/2025.*