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 5:35 PM, 07/08/2026 at the Minneluzahan Senior 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 Robert Blatnick, Green Cawood, Hannah Gavle, Alston Loper, Rachel Wester, Keith Sherburn. Marko attending via Zoom. Manya Larson arrived at 5:58 pm
    2.2. Members absent: None
    2.3. Guests present
        2.3.1. Staff: Sharissa Stevens (GM), Erin Bender (Marketing), Veda Gavle (Community Engagement & Office Coordinator)
3. **Quorum**
    3.1. A quorum of 3/5 was present.
4. **Minutes and Order of Business**
    4.1. The minutes of the 05/21/2026 meeting were approved via email on 05/25/2026.
    4.2. Tiffany Moved to approve the Order of Business
5. **Report of Officers**
    5.1. President Tiffany Knight reported.
        5.1.1. Some board members and staff attended CCMA and had several good classes.
        5.1.2. Articles of Incorporation update to resolve equity issues approved by membership vote. Results were announced during annual meeting 06/16/2026. New articles signed following 07/08/2026 by President Tiffany Knight and Secretary Karissa Ellis. Notarized by Robert Blatnik.
    5.2. Vice President Rachel Lindvall did not report.
    5.3. Treasurer Robert Blatnik did not report
    5.4. Secretary Karissa Ellis reported.
        5.4.1. Correspondence from a member. Member request is to review co-op investments/assets to ensure they are aligned with co-op values.
        5.4.2. Columinate contact Joshua Youngblood, reached out to offer any assistance to board.
        5.4.3. Charters need a review and approval. Member Engagement Committee charter is removing a previous error with mistaken contents from different committee. IT Committee charter changing name to align with what is now the Technology Committee. Committee membership all still currently 1 yr terms. Committee membership updated slightly since previous meeting. No other changes
            5.4.3.1. Committee membership is as follows:
                5.4.3.1.1. **Strategic Planning and Effectiveness (SPEC):** Tiffany, Rachel L (Chair), Robert, Kris, Green, Hannah, Keith, Rachel W, Sharissa, Erin
                5.4.3.1.2. **Member Engagement:** Rachel L, Manya, Green, Alston, Keith, Sharissa, Erin (Chair), Veda, Kelly

5.4.3.1.3. **Board Development:** Rachel L, Robert, Kris, Manya, Hannah, Alston, Sharissa, Veda (Chair)
5.4.3.1.4. **Finance:** Tiffany, Robert (Chair), Keith, Rachel W, Sharissa
5.4.3.1.5. Technology: Robert, Kris, Marko (Chair), Sharissa, Veda, Nell
5.4.3.1.6. Kris moved to approve the charters with discussed amendments. Passed Unanimously (Manya not present)

5.4.3.2. Kris motioned to withdraw the expansion committee charter from approval list until it is ready to be established. Sharissa, Erin and Tiffany will do preliminary review of any opportunities until committee is founded. Passed Unanimously**.**

6. Standing Committees

6.1. The Executive Committee reported.
- **6.1.1.** Executive Committee unanimously approved board insurance renewal 03/27/2026
- **6.1.2.** Executive Committee met June 22 to discuss closure on certain topics from the past year.
- **6.1.3.** GM/Operations Succession Plan received by Executive Committee July 1, 2026.

6.2. The Finance Committee reported.
- **6.2.1.** Share refunds from two members previously deferred while equity and accounting issues resolved. Share refunds now presented for approval.
  - **6.2.1.1.** Tiffany moved to approve the requested refunds. Passed unanimously (Manya not present)
- **6.2.2.** Draft 2026 budget presented.
  - **6.2.2.1.** Budget not yet finalized due to equity/accounting issues that have spanned the past year. Accountants still assisting with review.
  - **6.2.2.2.** Kris motioned to provisionally approve budget presented with further updates and review expected at next board meeting. Approved unanimously
  - **6.2.2.3.** Cash reports not prepared for this meeting. Details for cash on hand provided after the meeting are as follows:
    - 6.2.2.3.1. Cash in main account at BHFCU: $780,622.54
    - 6.2.2.3.2. Cash in CD at BHFCU: $407,349.99
    - 6.2.2.3.3. Cash in CD at Highmark Credit Union: $483,521.05
    - 6.2.2.3.4. Cash in CD at Aspen Credit Union: $533,203.82

6.3. The Member Engagement Committee reported.
- **6.3.1.** Upcoming events update/invitations –
  - **6.3.1.1.** Q3 MOAW July 13 - July 19
  - **6.3.1.2.** Wiener Wednesday July 15 from 11am to 2pm
  - **6.3.1.3.** Wellness Week Sept 14 - Sept 20th. Pre-shop the week prior, vendor pop-ups Sept 12th.

6.4. The Board Development Committee reported.
- **6.4.1.** Kris finishing job description documents. Will be sending out for review and final changes when done.
- **6.4.2.** Board Picnic/pot luck tentatively planned for a September Sunday.
- **6.4.3.** Veda starting board newsletter, plan is for roughly first monday of every month. Board welcome to share items for inclusion.

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- **6.5.** The Strategic Planning and Effectiveness Committee reported.
  - **6.5.1.** Board Compliance Report
    - **6.5.1.1.** Introducing report to new board members
    - **6.5.1.2.** Previous results not presented for discussion. Reasoning is that results were from previous board members.
    - **6.5.1.3.** Changing schedule to have responses due 2 weeks before board meeting
  - 6.5.2. Kris moved to add Veda Gavle as a signer. Grace is already removed from access, but motion incudes removal from approved signer document listing. Passed unanimously.

7. Special Committees

- **7.1.** Technology Committee
  - **7.1.1.** Tech Policy Manual – v1.1 presented
    - **7.1.1.1.** Marko moved to approve the tech policy manual. Approved 10-0-1. Tiffany, Rachel L, Kris, Robert, Rachel W, Keith, Hannah, Green, Alston, Marko approved, Manya abstained.
  - **7.1.2.** Slack transition seems to be successful
  - **7.1.3.** Proton drive transition underway. $2200 estimate for conversion. Easy to manage access, not domain based, calendar included.
    - **7.1.3.1.** Kris moved to approve funds required for transition. Passed unanimously.
  - **7.1.4.** Marko moved to make Tech Committee a permanent/standing committee. Kris requested a review of update proposal by SPEC to decide whether update should be permanent or whether committee should remain a temporary (but long-term) committee. Any update will require both Policy Manual and Bylaws update. Board agreed to hold on discussion until SPEC can review proposal.
- **7.2. Report of the GM**
  - **7.2.1.** New staff, promotions, anniversary milestones, departures
  - **7.2.2.** New mural & merchandise
  - **7.2.3.** Sales & marketing updates
  - **7.2.4.** Finance/Accounting update
    - **7.2.4.1.** Still working with F&A on bookkeeping and accounting until position is filled and while remaining accounting issues are fixed
    - **7.2.4.2.** Working to fill Financial Manager position
    - **7.2.4.3.** Audit on calendar for 2028
  - **7.2.5.** Sharissa and Tiffany will be reviewing three buildings soon
- **7.3.** Board reporting calendar & Bi-Annual Policy Compliance Report under review.
  - **7.3.1.** Tiffany moved to approve GM Policy compliance reporting to be split similarly to the Board Compliance report. Smaller reports to be completed 6 times a year rather than larger reports twice a year. Some formatting/content may be amended in this update process. Passed unanimously.

8. Unfinished Business

- **8.1.** HR Company contracting proposal previously approved by board under review
  - **8.1.1.** Kris moved table future discussions on HR company contracting for now, exploring other resources to resolve HR needs. Approved 10-0-1. Tiffany, Rachel L, Kris, Robert, Rachel W, Keith, Hannah, Green, Alston, Marko approved, Manya abstained.

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9. **Announcements**
   - **9.1.** Sharissa gone the following dates: July 13 (Birthday!), July 28th-31st for an NCG peer audit, also sometime near the end of August.
   - **9.2.** The next board meeting will be held at 5:30 9/09/2026 at the Minneluzahan Senior Center
10. **Adjournment**
    - **10.1.** The meeting was adjourned at 7:15 PM.

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Minutes approved by the Executive Committee (President Tiffany Knight, Vice President Rachel Lindvall, Treasurer Robert Blatnik, and Secretary Karissa Ellis) via email 07.21.2026