BREADROOT NATURAL FOODS CO-OP

Board Meeting Minutes

1. **Call to Order**
   - 1.1. The regular Board meeting of the Breadroot Natural Foods Cooperative was called to order at 5:36 PM, 09/09/2026 at the Minneluzahan Senior Center by President Tiffany Knight. Secretary Karissa Ellis was present.
2. **Roll Call**
   - 2.1. Directors in Attendance: President Tiffany Knight, Vice President Rachel Lindvall, Secretary Karissa Ellis, Treasurer Robert Blatnick, Manya Larson, Marko Kocanda (via Zoom), Green Cawood, Hannah Gavle, Alston Loper, Rachel Wester, Keith Sherburn.
     - 2.1.1. Manya had to depart before the end of the meeting
   - 2.2. Guests present
     - 2.2.1. 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 07/08/2026 meeting were approved via email on 07/21/2026.
   - 4.2. Tiffany moved to approve the Order of Business with one addition - GM Contract ratification vote was added under Report of the Board.
5. **Co-op Member Time**
   - 5.1. Nothing to report
6. **Report of Officers**
   - 6.1. President Tiffany Knight did not report
   - 6.2. Vice President Rachel Lindvall did not report.
   - 6.3. Secretary Karissa Ellis reported.
     - 6.3.1. Veda Gavle added to Technology Committee
     - 6.3.2. SPEC currently has 10 members vs 9 member maximum
       - 6.3.2.1. Rachel L. (SPEC Chair) approved updating the committee roster. Tiffany is no longer a committee member but will continue to attend as a guest.
   - 6.4. Treasurer's report, with details included in the board agenda, is as follows:
     - 6.4.1. **Cash in bank accounts**
       - 6.4.1.1. Cash in main account at BHFCU: **$670,883.87**
       - 6.4.1.2. Cash in CD at BHFCU: $409,904.18
       - 6.4.1.3. Cash in CD at Highmark Credit Union: $484,298.89
       - 6.4.1.4. Cash in CD at Aspen Credit Union: $533,579.79
     - 6.4.2. Still waiting on Wegner in order to complete 2026 budget, among other fixes.
     - 6.4.3. Financials for Q1-26 and Q2-26 included in board packet. Equity line on balance sheet not yet accurate until Wegner review is complete.

6.4.3.1. A director asked about long-term liabilities, GM cmofirmed that these consist primarily of the store lease and the co-op carries no debt. She can follow up with additional detail.

7. **Report of the Board**
   - **7.1.** The Board voted 9-0-2 to approve the "best" option remodel budget by electronic vote on 08/21/2026
   - **7.2.** The Board voted 6-0-5 to approve a market study by NCG for potential expansion by electronic vote on 08/11/2026
   - **7.3.** The Board voted unanimously 07/08/2026 during a closed session to approve a compensation update for the GM
   - **7.4.** The Board voted 10-0-1 to ratify GM contract which was signed on 07/21/2026 via electronic vote, results totaled 09/04/2026
8. **Standing Committees**
   - **8.1.** The Executive Committee reported.
     - **8.1.1.** GM succession plan received; Copy shared with SPEC for review
   - **8.2.** The Finance Committee reported.
     - **8.2.1.** 2026 budget will still be due for some updates
     - **8.2.2.** Q4-25, Q1-26, Q2-26 Quarterly Financial Report presented by GM
       - **8.2.2.1.** All reportable benchmarks met - some not yet able to be reported.
       - **8.2.2.2.** Directors asked how promotional discounts differ from sales discounts - 10% member discount is currently recorded under marketing; other categories are sometimes unclear in current system, but this system is due for a switch.
       - **8.2.2.3.** Report was unanimously approved
     - **8.2.3.** Brief finance committee meeting called following main board meeting to discuss bonus matrix plans.
   - **8.3.** The Member Engagement Committee reported.
     - **8.3.1.** Wellness week pre-shop is going on now before full wellness week, samples on saturday
     - **8.3.2.** Exploring ice cream social collaboration
     - **8.3.3.** Connect w/ co-op 10/10/2026, 10am-fpm. Will need board volunteers, there will be a sign-up sheet. There will also be a donation drive.
     - **8.3.4.** Collab with Someone's in the Kitchen sometime in October.
     - **8.3.5.** Reviewing our book club, considering film screening discussion group idea.
   - **8.4.** The Board Development Committee reported.
     - **8.4.1.** Board/staff picnic update, Sunday Sept 20, starting at 5. Bring your own chair, board games, pot luck food. Sign up sheet in Slack.
     - **8.4.2.** Job descriptions project complete.
     - **8.4.3.** Columinate advisor meeting plan: Columinate advisor has asked to meet with the board via Zoom. Board will schedule this meeting separately.
   - **8.5.** The Strategic Planning and Effectiveness Committee reported.
     - **8.5.1.** Board Compliance Report

8.5.1.1. Clarification on which report board directors should select when completing survey - Select for the month of the next upcoming meeting (for example, surveys taken in August to be reviewed at the present meeting should select the “September” survey)

8.5.1.2. Results shared from most recent survey. Survey results and discussion revealed several areas to review actions or update the bylaws or policies to align with how business is actually conducted on the board.

8.5.1.2.1. SPEC is opening up a significant bylaws and policy manual review process that is expected to span a year or more, during which different sections are reviewed and updates are suggested after thorough discussion and lawyer review.

8.5.2. Recommendation regarding Technology Committee status: SPEC recommended that the technology committee remain a special (temporary) committee because its work is project based.

8.5.2.1. SPEC also proposed a periodic technology review checklist for the board.

8.5.3. Bonus matrix referred to Finance committee.

9. **Special Committees**
   - **9.1.** Technology Committee reported
     - **9.1.1.** Outstanding action item - migration to proton. Veda states that she just needs to do a final sweep through Google Drive to finalize.
     - **9.1.2.** An introductory Proton session for Directors was proposed
10. **Report of the General Manager**
    - **10.1.** 3 new hires.
    - **10.2.** Finance manager applicant slate being reviewed. Applicant list is quite substantial after paying for a sponsored spot on Indeed.
11. **Unfinished Business**
    - **11.1.** Tiffany Knight moved to renew the Columinate contract at the regular tier. Approved unanimously.
    - **11.2.** Annual retreat will be held 10/17/2026. Our Columinate advisor will not be able to attend in person at all, and it is not determined yet whether or not the board will request any subject matter be assisted with via Zoom for any part of the retreat.
12. **New Business**
    - **12.1.** GM proposed an updated GM compliance reporting schedule. Kris agreed and moved to approve this and an updated board compliance reporting schedule to work together in tandem. Passed unanimously (Manya had left meeting before this vote).
13. **Announcements**
    - **13.1.** The next meeting will be held at the Minneluzahan Senior Center 11/11/2026 at 5:30 PM
    - **13.2.** Annual meeting will be held Oct 17 at Love Inc.
14. **Adjournment**
    - **14.1.** The meeting was adjourned at 7:20 PM.

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Board Meeting Minutes

Minutes approved by the Executive Committee (President Tiffany Knight, Vice President Rachel Lindvall, Treasurer Robert Blatnik, and Secretary Karissa Ellis) via email 09/23/2026