

**Open Harvest Cooperative  
Board of Directors Meeting Minutes  
Tuesday March 4th, 2025  
6:30-8:00 pm, Teams Meeting**

<b>Present</b>	<p><b>Board Directors:</b> Anna Hernoud (Chair) Lynne Ireland (Vice Chair), Carla Dittman (Secretary), Sara Brubacher, Kay Walter, Jarvis Green, Rollin Metzger, Monica Snowden, Keith Dubas</p> <p><b>Staff Members:</b> Amy Tabor (GM)</p> <p><b>Guests/Member-Owners:</b> None</p> <p><b>Absent:</b> None</p>
<b>6:31 pm</b>	<p><b>Check-in Question:</b> The Board started the check in question to start off the meeting. Each Board Director was asked to go around the room and describe how they were feeling in three words.</p> <p>Each Board Director responded.</p>
<b>6:36 pm</b>	<p><b>Welcome reading of our land acknowledgement:</b> The Board Vice Chair called the meeting to order, welcomed Directors, and Staff. A Board Director read the land acknowledgement to start the meeting.</p>
<b>6:44 pm</b>	<p><b>CONSENSUS ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. February Minutes.</li> <li>2. February Executive Minutes</li> <li>3. March Agenda</li> <li>4. Member Equity Request</li> </ol> <p><b>The Board Chair asked for approval of the February minutes and executive session minutes, March Agenda and the Member Equity Request. The</b></p>

	<p><b>Chair asked for any questions or concerns. The Board approved the items with no concerns.</b></p>
<p><b>6:45 pm</b></p>	<p><b>General Manager Report:</b></p> <p><u>GM Update</u></p> <p>GM provided a store update that included celebrating one year in the new store, local valentines, sales, margins, and upcoming promotions and advertising campaigns.</p> <p><u>Ownership and Abandoned Equity Report</u></p> <p>GM reported on January ownership and abandoned equity report.</p> <p><u>Common Chart of Accounts</u></p> <p>GM Reports new Common Chart of Accounts transition that has been implemented in store at the end of January.</p> <p><u>Board Financial Dashboard</u></p> <p>The GM shared a financial report from January including sales, margin, labor, liquidity and debt service metrics.</p>
<p><b>7:20 pm</b></p>	<p><b>General Manager Report Consensus Items:</b></p> <p><u>L3- Asset Protection</u></p> <p>GM provided a report on Asset protection and highlighted changes from last year. Directors had the opportunity to ask questions and discuss.</p> <p><b>The Board Chair asked for approval of the L3-Asset Protection. The Chair asked for any questions or concerns. The Board approved the report with no concerns.</b></p>
<p><b>7:38 pm</b></p>	<p><b>External Audit/Review Planning:</b> The Board Chair shared that there has not been an audit since 2019, and that we are due for one for a variety of reasons. Last year the board anticipated conducting an audit in FY25, so an observed</p>

	<p>inventory was scheduled in June 2024, at the beginning of the current fiscal year.</p> <p><b>The Board Chair asked for approval of the FY2025 audit. The Chair asked for any questions or concerns. The Board approved the report with no concerns.</b></p>
<b>7:50 pm</b>	<p><b>Board Retreat Planning</b></p> <p>The Board Chair discussed with all directors, a more in depth itinerary and activities for the 2025 Board Retreat taking place on Saturday, April 5th.</p>
<b>7:53 pm</b>	<p><b>CCMA May 29-31, 2025</b></p> <p>The GM provided details about CCMA in Duluth and asked who was interested in going. Registration is due March 14th. A few board members shared interest and discussed travel plans.</p>
<b>8:00</b>	<p><b>GM Review Committee</b></p> <p>The Board Chair shared general timeline of GM review and called for committee members to conduct the GM Annual Review. Directors shared interest and charter will be approved next month.</p>

<b>8:05 pm</b>	<b>Committee Reports.</b>  <b>Friends and Fundraising Committee:</b> Committee discussed continued organization and planning for the 2025 Annual Meeting in November.  <b>Board Ops Committee:</b> The committee shared continued planning for the board retreat and recruiting for CCMA.  <b>Finance Committee:</b> The committee discussed the progress on the board budget, L1 financial report, and Common Chart of Accounts transition.  <b>IDEA Committee:</b> Committee centered and collected ideas and why this committee is important to Open Harvest. Also, planned activity for Annual Board Retreat.
<b>8:14 pm</b>	<b>Adjourn</b>