



## IGM Board of Directors Meeting Minutes

Date: August 1, 2022

Called to order at 5:32 pm

**Attendees:** Jon Grothe, Taren Saccoman, Dixie Grothe, Denise Albrecht-Simpson, Karyn Penn, MJ Schneider, Ric Carlson

**GUESTS:** Megan Loukota (Store Manager); Cristobel von Walstrom (Board Candidate); Rachel/IT Marvin Windows

- 1. Board Members:** Cristobel von Walstrom was appointed to join the IGM Members of the Board of Directors by a majority vote of the Board to serve 2 years on this day until 2024.

Moved by Taren: Second by Dixie – **Motion carried**

### **2. Secretary's Report:** Dixie

Motion to accept meeting minutes: Moved by Denise; Second by MJ – **Motion carried**

### **3. Treasurer's Report:** Dixie

Sales: In July, it was about \$42,450.

Accounting: Checking account balance was about \$9,400. Savings account balance was \$546.10.

Credit Line balance was \$3,690.61 with monthly payments of \$220 at an interest rate of 6.75%, maturity date 12-08-2022. Both Riverwood bank statements and credit line balance for July were sent to Kim/accountant for reconciliation.

Discussion: Reports run after the books are closed by the accountant are more accurate and are advantageous for appropriate action. Proposal to change the meeting date to after the second week of the month was made. The 4<sup>th</sup> Monday was proposed and discussed. (See New Business)

Motion to accept treasurer's report: Moved by Denise; Second by MJ – **Motion carried**

### **4. Store Manager's Report:** Megan

Staffing: Tina's last day this summer is September 28 and Jayce's hours were discussed.

New Members: Approved 5 new members. A sixth requires contact information.

Sales in July: Reported by the Treasurer (above).

Products: Bulk items to move to where they were in the front & funds requested for shelf signage; allocations from ISCO requested for continuing education.

Facility: New LED fixture will be installed over produce counter. Request for volunteer to trim lawn. Coolers and freezers were inspected and cleaned for the year. HVAC contractor will be contacted to inspect furnace and Air Conditioning.

### **5. Old Business**

Action Log: Emergency Plan discussed & file for reference submitted to be located in the office.

Food License: Discussion and follow-up with what is required, if necessary to obtain it.

## 6. New Business

Board Meeting Time/Dates: A proposal of Board meetings to the 4<sup>th</sup> Mondays of the month as to facilitate banking and coordinating Treasurer Reports and avoid conflict with holidays that fall on the first of the month. The next Board meeting will be verified on the schedule for August 22, 2022.

EV Charging Sign: Sign was approved and cost will be covered by the co-op.

ICSO Funds: Donations are for scholarship or educational purposes but may also be allocated for store equipment needed in order to function, ie food license, freezer, signage, racks, etc.

## 7. Committee Reports / Committee roles:

a. Human Resources: Ric

Requests inclusion of all activities relating to interviewing & employee matters. Will generate job descriptions for new hires.

b. Volunteers: MJ

Reviewed list of regular volunteers available weekly or when available. No volunteer forms were returns from the annual meeting. We need volunteers for Sample Saturdays that will start again in October, plus the November fund raiser. A volunteer board is posted at the co-op for sign-ups.

c. Marketing/Promotion: Taren

Introduced Rachel/IT Marvin Windows to help with marketing ideas free of charge.

d. Facilities / Building: Jon

Light fixture over produce table needs an electrician, who's been contacted. Notes from Dan Y. indicate a refrigeration serviceman (HVAC) is scheduled for today (8/1). A number of maintenance items were addressed and fixed.

e. Ideal Corners Giving Garden: Geoff – None

f. Farmer's Market: Denise

All spots were full and more vendors are interested. Farmers with produce are particularly needed. Volunteers have helped do garden tours and we hired a cleaner for the restroom, cost split between the Farmers Market and the co-op. It's success at bringing people into the area helps the co-op, too. Planning for the November fund raiser to start soon. Vendors are lining up but we need a plan for food service.

g. Product Committee: List of top 150 selling products submitted, indicating top items people buy to be stocked at the store regularly. Availability is seasonal and as cost reliable and obtainable.

## 8. Executive Session: Opened at 7:50 and closed at 8:30 pm

**Next Board Meeting:** August 22, 2022 at 5:30 pm Monday

Motion to adjourn: Moved by MJ – **Motion carried**

Meeting adjourned at 8:31 pm

Respectfully submitted by: Dixie Grothe