



## IGM Board of Directors Meeting Minutes

Date: November 1, 2021

Called to order at 5:11 pm

**Attendees:** Jon Grothe, Taren Saccoman, Dixie Grothe, Karyn Penn, Denise Albrecht-Simpson, Megan Loukota

**1. GUESTS:** Megan Loukota, store manager

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

Motion to accept prior meeting minutes as revised: Moved by Denise; Second by Taren – **Motion carried**

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

Reviewed budget plan for 2022 based on expenses for 2020. It included an evaluation of employee needs and profit goals including discussion of Margin % & Markup % with trending charts. Store Manager comments were incorporated into the budget which ultimately show that overall expenses remained the same. The budget is subject to periodic review by the Store Manager and the Board. Sales Reports will continue on a weekly and monthly basis. The bank balance is monitored on a weekly basis.

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

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

Staff: Linda has agreed to work and average of 17-20 hrs/week. Ann volunteers a few hours a week & has helped greatly with various organization and cleaning tasks.

October Sales 2021: \$23,967; October 2020: \$21,538; October 2019: \$11,003

Products: Sourcing continues. Prices of food and operating costs are a challenge to keep in balance.

New Members: 4

Volunteers: Need to cover Super Sampling Saturday, which will be conducted every 2<sup>nd</sup> Saturday of the month until further notice.

**5. Old Business**

POS system update: Review to continue as efficiencies are discovered in VEND.

Action Log: IGMC Anniversary Celebrations to take place in mid-May to correspond with the initial Grand Opening on May 14, 2016. Logo redesign is in progress to easily identify and fit on various media types.

**6. New Business**

President's Goals: 1) Establish a budget, 2) Line of credit for emergency only, 3) Streamline Board meetings but cover agenda items, set in priority. Hold an Executive Session at the end of the meeting

for Board only discussion of monetary compensation for employees, reviews and other items needing to be handled by the Board.

North Side of the Building: Any changes with plans and costs to be approved by Ron Kidder, Owner.

Staffing Needs: Continued request for volunteers. Sign up sheet at the store counter.

Annual Meeting: Date set for June 26, 2022 with dinner to be held at Old Mil (Details TBD)

Product Committee: Report on latest activities, if any.

New Co-op Members (4): **Approved.**

## **7. Committee Reports / Committee roles:**

### **a. Human Resources: Taren**

There's some interest in employment at the store but not to mutual benefit of employer and employee. With Linda hired, further hiring is on hold until the need can be determined.

### **b. Volunteers: MJ (email)**

Menu for Sample Saturday November 13<sup>th</sup> finalized with Megan. Need a few more volunteers to cover Sample Saturdays in an ongoing basis. Other volunteers needed for upcoming events.

### **c. Marketing/Promotion: Taren**

"Thank you" cards were signed by the Board to send new members.

Aprons and name tags were ordered with new logo in mind when it's approved.

Bike racks were priced for further discussion and location to be determined.

Reported options for a new freezer, approved by the Store Manager, and cost covered by a fundraiser.

### **d. Facilities / Building: Jon**

Front porch lighting was addressed and costs will be split between the Owner and the Co-op.

All work in or outside the store shall be reviewed & approved by the Owner.

Landscape rock, parking stops & relocations to the North side of the building were approved. Co-op to replace parking stops in front of the store in the spring.

### **e. Garden: Denise – No report**

### **f. Farmers Market: Denise**

Meeting to be scheduled with vendors to plan 2022 and will pursue it more after the holidays.

**Next Board Meeting:** December 6, 2021 at 5:00 pm Monday

Motion to adjourn: Moved: Taren – **Motion carried**

Meeting adjourned at 7:52 pm

Respectfully submitted by: Dixie Grothe