



# IGM Board of Directors Meeting Minutes

Date: April 24, 2023

Called to order at 5:34 pm

**Attendees:** Jon Grothe, Denise Albrecht-Simpson, Dixie Grothe, MJ Schneider, Ric Carlson, Cristobel von Walstrom by phone

## **GUESTS:**

- ☐ Roxanne Carlson, store manager

## **1. Positive Observations:**

Good results with candidate response to associate sales/cashier position. Also see progress on Roxanne's response to training and adaptation to the store.

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

Motion to accept the 03-27-2023 meeting minutes. Moved by Ric; Second by MJ – **Motion carried**

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

Motion to accept the treasurer's report. Moved by MJ; Second by Ric – **Motion carried**

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

New Members: 1 new member and was approved.

Staffing/HR: Grace's last official day of work is April 30, 2023

Products: Purchasing kept to a minimum but soon to pick up. New product introduction successful.

Discussed managing consignments. Efforts to increase more options in beef cuts.

Finance: Sales are still slow but is starting to pick up. Roxanne is meeting with Kim to get up to speed on QuickBooks entries, etc.

## **5. Old Business**

Grace: Last actual day of work is April 27, 2023

## **6. New Business**

Indoor Farmers Market Update: Denise doesn't recommend either the April or November markets next year. Interest is lacking from vendors, members, and the local community. Can't get cooperation from vendors on doing paperwork and getting payment in advance to reserve tables. Some vendors who say they plan to come don't show up or let Denise know if they can't so tables are left open.

Consignments: Discussed profitability and process in length which resulted in requesting Roxanne and Denise work out a procedure either with the co-op or the Farmers Market.

Freezer: Discussed details and go-ahead to purchase with free delivery to the store.

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

a. Human Resources: Ric

Both Roxanne Carlson (manager) and Katrina Vaara (sales associate) are working out well. Not only do they enjoy working at the co-op, but their schedules support the required store hours.

b. Volunteers: MJ

Volunteer needs will be posted on the volunteer board by Roxanne and MJ will check regularly.

Jon Grothe helps with receiving products on Tuesday at the store and Anne Lauer stepped up to help with product bagging and stocking on Wednesday while Sandy heals from shoulder fracture.

A volunteer is needed to clean floors and bathrooms once a week.

Volunteers are needed to put Farmers Market signs out Saturdays from May 27 to September 2. They are for the corners of Co. Rd. 16 & 39 and Co. Rd. 16 & 371 (at A-Pine Restaurant)

Cristobel found a volunteer named Dayne, to do light maintenance at the store.

c. Marketing/Promotion: Cristobel

IGMC Facebook page is now administered by Cristobel. Instagram is in the process of setup. IGMC website posts will be coordinated with Dixie to reflect the same information in a timelier fashion.

Flyers with the new logo need to be distributed personally when Cristobel can organize it.

d. Facilities / Building: Jon

Exterior ramps have been slippery this winter. They will be repainted with truck bedliner and grit when the weather permits.

e. Ideal Corners Giving Garden: Geoff (Denise)

The garden tool shed was purchased with ICSO donation. Discussed seeds and volunteers will include Bonnie Coffey. All produce will be donated to the local area food shelves again. Plans are still in the works to enlarge the garden.

f. Farmer's Market: Denise

Discussed incorporating the co-op and Farmers Market and would need an FM manager/cashier. Denise will train them for the job.

**8. Other Discussions:**

Lockbox: Moved to change the lockbox combination effective immediately and notify those few who need it. Moved by Denise; Second by Dixie – **Motion carried**

UNFI Update: Changed their payment methods. Discussed coordination with Roxanne & Kim.

Chamber Membership: Annual dues to be paid before July 1.

Gift Card Certificates: Will not distribute large volume of \$10 off purchase of \$50 due to volume of sales loss potential. Distribution needs coordination and calculation of effectiveness in sales. Adds work to already busy employees.

Annual Meeting: June 25, 2023, followed by required Board of Directors meeting on June 26, 2023.

**Next Board Meeting:** May 22, 2023 at 5:30 pm Monday

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

Meeting adjourned at 7:48 pm

Respectfully submitted by: Dixie Grothe