



IGM Board of Directors Meeting Minutes

Date: July 5, 2021

Called to order at 5:12 pm

Attendees: Denise Albrecht-Simpson, Sandi Baker, Jon Grothe, Dixie Grothe, Megan Loukota, Karyn Penn, Taren Saccoman, MJ Schneider, Dan Yavner

1. OPEN MEETING SECTION FOR GUESTS:

Board candidate approval: Denise Albrecht-Simpson and Dixie Grothe; Motion by Taren ; 2nd by MJ – **Motion carried**

Appointed officers: Jon Grothe, President; Taren Saccoman, VP; Dixie Grothe, Secretary/Treasurer; Motion by Karyn ; 2nd by MJ – **Motion carried**

2. Secretary's Report: Denise

Revised the minutes from previous board meeting and reissued. Copy of minutes of this meeting (7/5/21) to be distributed for approval by the board before it goes to the website next month.

Approval of Previous Meeting Minutes

The motion to approve minutes by Taren; 2nd by MJ – **Motion carried**

3. Treasurer's Report: Dan

- a. Recorded \$10,300 in sales; paid \$425 to the Chamber of Commerce and \$150 fee for vendor space at senior expo; the usual amounts in product for the store and employee pay. Bank balance at \$7,700 with expected balance on 7/6/21 of about \$18,000. Some discussion on loan forgiveness and QuickBooks.
- b. Arrangements to be made for new signatures with Riverwood Bank; Taren Saccoman & Dixie Grothe are the new checking & loan signers given the authority to incur new debt. Remove Dan Yavner & Jon Grothe as signers.
- c. Annual Meetings give 'high level' numbers and anyone can examine the records.

Approval of Treasurer's Report

The motion to approve by Taren ; 2nd Denise – **Motion carried**

4. Store Manager's Report: Megan

Shelves stocked and big delivery this week. Working with plans for NSF sink faucet.

5. Committee Reports / Committee roles:

- a. Human Resources: Taren, VP

Discussion for authority to hire, budget allowed for new hire; job description & hiring needs; interview with Megan present; review, new positions, and employee approval by the Board; takes manager 30 hrs. to source food for catering – not a good use of current manager's time.

b. Volunteers: MJ

VEND export excel file to sort by last name – Karyn / Dixie, assist.

Volunteers Needed: Rock Painting 7/24/21 9:00 – Noon; 8/7/21 Farmers Market National; 9/25/21

Senior Expo Booth 8:00 am – 1:00 pm

Need volunteers at the next few Saturday Farmers Markets; potential volunteers list has been started.

Need at least a 2 weeks' notice to contact volunteers for a specific event. No funds or monies needed at this time.

c. Marketing/Promotion: Taren / Karyn, assist.

190 brochures were delivered to Pequot Lakes and Crosslake Chamber offices, including a few local resorts; drafted letter to send to local residents; could use an excel list with last names first; promotion and communication list (contact sources) was received from Mary Plein for discussion next meeting.

d. Facilities / Building: Dan

Open_business – Electric Vehicle 12" x 18" highway-grade sign charging outlet with cost approved to order. Ron will cover EV outlet expense for now with revisiting if cost prohibitive.

e. Garden & Farmers Market: Denise / Bonnie Coffey, Garden assist. / MJ, Farmers Mkt assist.

Vendors full – no need to find new ones; 138 kids in Passport program (122 is the minimum)

6. Old Business

a. Member survey: Further action discussed.

b. Employee Sick Log 2021: discussed.

c. Coffee Morning not available on Tuesdays with new delivery entrance and store layout. Intended for the community but only a few members came.

7. New Business

a. Annual meeting review: low attendance by members; discussion about ads in newspaper and monies spent not working; notices in email blast, on the website, & Facebook ineffective.

b. Financial records open to examination upon request.

c. New Members: (Megan) 22 new members in 2021 (6 new in June): **New Members Approved.**

d. Emergency Plan for the Farmers Market discussed.

Next Board Meeting: August 2, 2021 at 5:00 pm

The motion to adjourn by MJ ; 2nd by Taren – **Motion carried**

Meeting adjourned at 8:18 pm

Respectfully submitted by: Dixie Grothe