



IGM Board of Directors Meeting Minutes

Date: August 2, 2021

Called to order at 5:05 pm

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

1. GUESTS:

John Carlson (invited and introduced by Megan)

Presentation of qualifications and recommendations. Available for consultation and not in sales. He included updating the current POS system to lessen the hours Megan spends on entries which is estimated as a majority of her time. Also recommended such things as increasing the hours the store is open. The Board determined it is the priority action necessary to make the store more efficient. Other recommendations will be taken into consideration.

Geoff Davidge, Garden Report

Discussed help is needed for Saturdays when kids are there for tours, although they have plenty of help to tend the garden. Suggested bags for herbs and foam carrots for the kids' tours. 70% of the irrigation has been done with dry weather upon us. The produce & flowers are from "seed savers"; IGM Sign for the gate is ready to put up; estimates cost (not including seeds or labor) at \$175. Produce goes to Food Shelf in Crosslake.

2. Secretary's Report: Dixie

Informed Board getting up to speed with both Secretary and Treasurer positions, referring to an email sent earlier today.

Approval of July Meeting Minutes

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

3. Treasurer's Report: Dixie

- a. Sales: \$7,365 last week (VEND); Profit/Loss was practically identical to last YTD at +\$5,485;
- b. Loan: Balance at \$2,235; Interest 4.5%; Matures 12/8/21. Payment in full by end of year discussed.
- c. Taxes: Federal filed electronically. State needs to be signed, picked up from CPA, and mailed in.

Approval of Treasurer's Report

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

4. Store Manager's Report: Megan

Kathy leaves Aug 6. Camille, Grace, and I will cover for August while we find a new cashier.

Sales YTD: \$37,326, up 2% and matching sales days up 5% over 2020

New Members: 7, bringing the total to 28 in 2021. Product: tapering down orders in expectation of the winter season. Moving the office opens up more room for product and it's taking longer than expected but it should be finished soon.

5. Committee Reports / Committee roles:

a. Human Resources: Taren, VP

Actively taking applications for manager assistant as 2nd employee to help Megan, preferably to train them in store operations. Need cashier help as soon as possible from either hire or member volunteers.

b. Volunteers: MJ

Need help at the Farmers Market and to help with kids' activities in August & September, specifically the passport program. We need immediate help for August 7th kids' tours. We found someone to put out a Farmers Market sign on 39 & 11.

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

Not a significant immediate response to local mailings with coupon – one person out of 60 sent; \$33 spent of budgeted \$100. Megan reported that she's seen many new faces, though. Work on artwork for the building in August. Need to set up a work day for exterior clean up this fall after Farmers Market is over. We have approval from the Kidders to dress up the North side. Estimate budget to be a few hundred dollars.

d. Facilities / Building: Jon

The faucet has been replaced (reported at the Board Meeting). Grass will be cut after we get more rain to prevent hurting the roots. Dan will clean out the A/C compressor & find out when refrigerators / freezers were last inspected. Need to install lock on dumpster to prevent people from putting trash in cardboard recycling.

e. Farmers Market: Denise

At the end of July, we've had 12 Farmers Markets (FM) with 20 as the goal this year. Tokens for the vendors (wooden nickels sold through our SQUARE system in exchange for cash) are a big success & fun for people to use. The cost is minimal for the convenience. The Passport Program for kids provides POGs in exchange for free bottled water. Prizes work to bring people back to the FM. Special thanks to the members who made various donations in getting the program underway. Looking for a new manager (Barb H has stepped down) & has several leads to follow up on. Sign placement has been an issue but now have someone to put one out on Hwy 39 & 11. Suggestions: Pay people something who place signs out for us & make lighter signs.

6. Old Business

7. New Business

a. Insurance Coverage: (Denise) – Product coverage \$30,000; appliance coverage \$45,000. Since consignments aren't covered, consigners will be notified to carry their own insurance.

b. Annual Meeting & Fundraiser: Discussion to combine for better attendance at the meetings; bylaws dictate annual meeting in June; date to be determined at future Board meeting.

- c. POS System: Current system is outdated, and needs to be replaced with one that is flexible, user friendly, keeps track of inventory, and allows the manager to quickly & easily scan product into the system so her time can be better used.
- d. Job Descriptions: Add manager's task to report first and last names of new members to the Board in member approval process; Keep track of volunteer hours in an effort to know how much time put into co-op; define store manager and new assistant positions.
- e. Board Reports: Board members to send reports the week before the meeting to allow others time to review them for questions or comments at the meetings – goal is to shorten the meeting time.
- f. Emergency Plan: Draft submitted by Karyn for review by the Board; Dixie reported member list backups in excel to be updated annually by Taren.
- g. Action Log: Draft received from Karyn last month reviewed; put into immediate & productive use.
- h. Product Committee: Proposed for discussion by Karyn.
- i. IGMCM 5-year Anniversary Celebration: discussed celebrating on the store opening date. Research by Dixie found the IGMCM website reported a Grand Opening week from May 14-21, 2016. [Grand Opening Welcomes Shoppers | Ideal Green Market Cooperative](#) IGMCM was open for business before then because on 9/30/2015, this progress article reported the goal to open was October 30-31, 2015. [OPENING UPDATE | Ideal Green Market Cooperative](#)
- j. Board of Directors positions: MN Statutes allow appointed positions for the Board of Directors if a quorum of members is not reached at the annual meeting. If mail-in ballots are submitted to reach quorum, they need to be issued not less than 30 days prior to the meeting.
- k. New Co-op Members: See Store Manager's Report, Item 4. **New Members Approved.**

Next Board Meeting: September 1, 2021 at 5:00 pm

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

Meeting adjourned at 8:35 pm

Respectfully submitted by: Dixie Grothe