



## IGM Board of Directors Meeting Minutes

Date: November 28, 2022

Called to order at 5:34 pm

**Attendees:** Jon Grothe, Ric Carlson, Dixie Grothe, Denise Albrecht-Simpson, Karyn Penn, Taren Saccoman, MJ Schneider, Cristobel von Walstrom (by phone)

**GUESTS:** None

### 1. Supportive Observations:

Thankful for contributions made by members of the Board, the co-op, the “new” bike display, and working together to improve the co-op function and service.

### 2. Secretary’s Report: Dixie

Motion to accept the amended 10-24-2022 meeting minutes. Moved by Denise; Second by MJ – **Motion carried**

### 3. Treasurer’s Report: Dixie

Sales Reports, bookkeeping, and bank statements were discussed at length and a financial audit will be completed in 2023. Follow up questions for bookkeeping regarding change to accrual system from cash system of reporting.

### 4. Store Manager’s Report: Megan (written)

New Members: Approved 4 new members in October. (New members in November next month)

Products: Wreaths available again this year. A Christmas display for local products was started.

Finance: Need a new accountant to replace Shannon Haglin, who are dropping any tax work for cooperatives. Discussion for a replacement was offered and discussed. Dixie to follow up.

A 501c3 change is both lengthy and expensive. We do not meet “non-profit” requirements because we have member/owners. We are registered with the IRS as a “for profit” co-op requiring accrual system of accounting from the start.

Recommend keeping some advertising in the budget to build awareness in the community.

Facilities: The new freezer/refrigerator unit does not hold a freezing temperature, thus does not serve the co-op’s need for freezer space. It needs to be replaced ASAP to accommodate orders.

### 5. Old Business

Fall Harvest Market: Waiting to know total profit once the cost of food is provided.

Logo Design: Discussion about cards and flyers. Year-round sales may be improved by more presence on social media. Cristobel to follow up.

Mighty Community Markets class update: Sales, pricing strategy, and image were introduced.

## 6. New Business

Review Goal Ideas: Discussed general goals of profit, financial, supporting the store manager, employees, member satisfaction / involvement and “meet a farmer” presence.

Meet the Farmer Day: Tabled until December 2022.

Credit Card Use: Provide signage at the store of upcoming charge. Wordage provided to Cristobel for review and notification to be written up by Jon to announce at the store checkout.

## 7. Committee Reports / Committee roles:

### a. Human Resources: Ric

The scheduling is relatively stable; however, Megan is working more hours than ideal with some weeks getting too long. Continuing to work on job description for a year-round employee to have their own duties as well as serve as a backup to Megan and part-time cashiers.

### b. Volunteers: MJ

Thanks to volunteers for help at the Indoor Farmers Market 11/12. Next Sample Saturday is planned with a few details to work out.

### c. Marketing/Promotion: Taren

See logo design in Old Business.

### d. Facilities / Building: No report

### e. Ideal Corners Giving Garden: No report

### f. Farmer’s Market: Denise

Vendors excited about up-coming year and looks like a full lot.

### g. Product Committee: Karyn

A meeting was held November 7<sup>th</sup> and minutes were distributed to Board members. A survey was discussed but format and content tabled until March.

## 8. Executive Session:

**Next Board Meeting**: December 19, 2022 at 5:30 pm Monday

Motion to adjourn: Moved by Denise, Second by Ric – **Motion carried**

Meeting adjourned at 8:06 pm

Respectfully submitted by: Dixie Grothe