



## IGM Board of Directors Meeting Minutes

Date: December 19, 2022

Called to order at 5:36 pm

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

**GUESTS:** None

### 1. Supportive Observations:

Higher gross profit every month this year compared to last year. We are on track with the 2022 budget. We can move ahead as an effective Board.

Accepted letters of resignation by Karyn Penn & Taren Saccoman from the Board effective immediately. Moved by Denise; Second by MJ – **Motion carried**

### 2. Secretary's Report: Dixie

Motion to accept the 11-28-2022 meeting minutes. Moved by Denise; Second by Ric – **Motion carried**

### 3. Treasurer's Report: Dixie

Due to our current accountant's notification that they no longer do tax preparation for cooperatives, our new CPA proposed is Jacen Gonderinger/B Johnson & Associates, Brainerd. Negotiations in process.

Motion to accept the new CPA, Jacen Gonderinger. Moved by Denise; Second by Ric – **Motion carried**

Eric Carlson is the new authorized signature on bank accounts and Taren Saccoman removed from signing. Moved by Denise; Second by MJ – **Motion carried**

Motion to accept the 11-28-2022 treasurer's report. Moved by Denise; Second by Ric – **Motion carried**

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

New Members: Approved 4 new members in November.

Products: Increase in prices adjusted weekly at the store. Working on year-end inventory for year-end bookkeeping. Consignment items will still be available.

Finance: Sales are steady. Accounting for sales is being done electronically on an accrual basis for more detailed reports.

Facilities: Need to sell the used refrigeration unit and replace it with a freezer as soon as possible.

### 5. Old Business

Fall Harvest Market: With the inclement weather, there was a negative total profit. If food is offered in the future, a vendor may have the option to do it.

Logo Design: Cristobel will report in the future. The new logo has already been used on cards and will be available as needed for future brochures, etc.

Mighty Community Markets class update: Class material will be put in a binder for reference. No December class. Last class is in January.

Customer Credit Cards: Cristobel verified Lightspeed monthly fees. Discussed and Board approved 3% surcharge on CC sales to begin January 1, 2023 in order to defray costs and keep prices down.

Review Board Goals: Added and revised

## **6. New Business**

Freezer: Discussed in Manager's Report above, under 'Facilities'.

Meet the Farmer Day: Denise & Megan will work together on details, including the Indoor Farmers' Market in April.

Inclement Weather Notification: Dixie & Megan will work on details of store closure due to weather.

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

a. Human Resources: Ric

Part Time Job Description defined as "Assistant Manager", paid hourly, and will oversee aspects of daily operations, remaining within Board defined limits aligned with IGMC ideals and principles.

b. Volunteers: MJ

Next Sample Saturday is January 14<sup>th</sup> (second Saturday of the month through April).

c. Marketing/Promotion: Cristobel

Marketing will utilize free social media and incur minimal cost. Word of mouth is our best source of marketing our wonderful products.

d. Facilities / Building: Jon

Need a volunteer to do handyman jobs at the store when needed.

e. Ideal Corners Giving Garden: No report

f. Farmer's Market: Denise

Vendors continue to work with Denise. New vendor requests for the Farmer's Market are coming in.

g. Product Committee: None – Suggestion box discussed but tabled until Megan & MJ discuss further

## **8. Executive Session:** Opened at 7:14 pm and closed at 7:32 pm

**Next Board Meeting:** January 23, 2023 at 5:30 pm Monday

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

Meeting adjourned at 7:35 pm

Respectfully submitted by: Dixie Grothe