



Board of Directors monthly meeting minutes

Date: Monday February 1, 2021

Called to order 5:04 pm

Board Members Present: Sandi Baker (2021), Jon Grothe (2022), Karyn Penn (2023), *Taren Saccoman (2023) (2022), MJ Schneider (2023), Denise Simpson (2021), Dan Yavner (2021). *via phone

Guest: Megan Loukota

MOTION: accept prior minutes, Sandi 1st, Karyn 2nd, **MOTION PASSED**

Open Meeting for guests: No guests

Treasurer Report: Income statement provided (attached). Chart (attached)

-Discussion on certain line items, such as trash, concerned some numbers are not correct. Dan has been working on the clean-up of items along with the new accounting firm and continues to do so. A desktop version of Quick Books would be easier to adjust—HOWEVER Quick Books on-line is the program needed for CPA to access our books quickly and for payroll to be processed, it appears we have to stay with this version. Dan has product sales, cost of sales—including consignments, donations/grants, payroll—including work comp insurance, rent, insurance—all accurate and cleaned up. Utilities seem to include trash, but trash has a separate line item with a low amount. Dan continues to clean up and not use the CPA time/\$\$ so we urge him to continue and thank him as well...

Karyn wants to know what patronage deduction limit that was listed on the observations and considerations attachment??

MOTION to accept treasurer's report: Karyn, 1st; MJ 2nd **MOTION PASSED**

1. OLD BUSINESS

Garden operational issues: -Garden needs separate checking account—Garden Coordinator (Bonnie C) could be a signer as well as a board member (Denise), at River Wood Bank. We need a job description-Denise to work on.

PoP—Crosslake School: Denise working on this, needs grant funding, Get more details and apply for grant.

2. STORE MANAGER REPORT

Covering hours—still working on it. Karyn & Kathy splitting hours (thanks Karyn!), Camille still works some Saturdays, Grace learning register and processing produce, Dan is on call for emergency, as he is so close to store (thanks Dan!).

\$18,000 sales this year January—almost double last year!

Keeping up with emails informing of what is in stock.

Freezer—still need more freezer space for meat—yes, floor space is also an issue, if we want to display meat and allow easy access, we need one more chest freezer—about \$1000. Karyn to look into 3 door upright freezer that is less deep for cost savings electric usage/price—about \$6500.

Peer to Peer: \$1000 to use for employee shirts, name tags, carts to hold shopping baskets—board gave Megan approval to spend on any of the above, but would board would like a report later on with where is was spent.

Taren wants a bike rack on side of building with an art mural/panels where she will find a grant and help to paint/organize/--Sandi and more board members will help. This includes the fern overgrowth and changing the ramp making it safer/more efficient. Board gave the go ahead with this project. Thanks Taren

Labels on shelves: could have dots on them designating if gluten free or vegan, etc. Karyn will see what other Coops are doing for ease of implementing this idea

Fire extinguisher-it's behind in kitchen area, suggest it goes near exit. Maybe label on wall with an arrow pointing to it's location?

-New Membership applications: We have 1 new member(s)

MOTION: Accept 1 new member(s). Dan 1st, Sandi 2nd **MOTION PASSED**

3. NEW BUSINESS

Farmers Market: Need Coordinator-Denise will do, but will try to “hire” up to 2 others to split it up—say every other Saturday—keep under \$60 per person. 18 weeks long, starting 3rd week in May to end of September. It was a \$25 stipend in the past, and then became \$40 or hourly depending on person. Now the board says \$75 a market could be paid making our break even 8 vendors every Saturday for the 18 weeks, which can be done—but we do not want to end up

making them an employee or needing a 1099—so **\$50 per Saturday**—keep under \$600 per person

Square/Deposit/Tokens:

Separate Farmers Market checking account: we need money to fund the farmer's market checking account—Dan is going to talk to Megan more.

Vendor fee: can we increase? The First Saturday in August is free for vendors. We can't do Earth day (April), so we need to increase. Currently \$10.

MOTION: Raise the Vendor fee per Market to **\$15**. Denise 1st, M J 2nd. **MOTION PASSED**

Denise to ask Mary Plien to update vendor app with the \$15 fee.

Signs: Jeff-Moonlight/Co Rd 16&66

Jake—does a sign; we may have more that can put up the signs

Masks in coop: we follow the governor guidelines. Our employees at the register will be wearing a mask. Mask shaming will not be going on at store, if a customer comes in without a mask, the cashiers assume they have a medical reason not to wear them. Cashier can offer face mask if patron not wearing one, but does not have to offer.

4. Committee Reports:

b. **Human Resources: we need to discuss raisers/reviews: TABLED TO NEXT MEETING**

c. volunteers:

d. Marketing/Promotion Advertising:

e. facilities:

Next Meeting will be on Monday, March 1st, 5:00PM AT COOP—store.

Meeting adjourned 8:13 pm

Respectfully submitted, dkas