



**Board of Directors  
Application Packet**



## Ideal Green Market Cooperative

34988 County Road 39, Pequot Lakes, MN 56472  
Located in Ideal Corners (CR16 & CR 39 on CR 39)  
[www.idealgreenmarket.com](http://www.idealgreenmarket.com) / 218-543-6565

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Dear Prospective Board of Directors Candidate:

Thank you for your interest in serving on the Ideal Green Market Co-op Board of Directors.

We invite you to read and review this packet carefully before filling out the application.

We have included information about cooperative leadership and our expectations to aid you in being fully informed about the role of the Board of Directors. To further ensure that candidates understand the Board's work before committing to serve, the IGMC Board asks that all candidates meet the following requirements of application:

1. Attend the monthly meetings. Board meetings are held the first Monday of each month at the Ideal Township Town Hall, 6:30-8pm.
2. Abide by the Director's Code of Ethics and Code of Conduct and disclose any conflicts of interest.
3. Use effective board communication tools on a regular basis and respond as needed. The majority of board communication occurs via e-mail, also phone (voice/text), on-line scheduling.
4. Electronically submit your candidate application and a picture of yourself to [manager@idealgreenmarket.com](mailto:manager@idealgreenmarket.com), OR drop at the Co-op, by 5pm on June 16, 2017.

You are welcome to contact any of the current Board members to learn more about serving IGMC in this capacity. Find board member contact info on the next page. **The Annual Member-Owner Meeting is Tuesday, June 20, 2017 at 7 pm at the Ideal Township Hall and Community Center, 35458 Butternut Point Road, Pequot Lakes, MN 56472.**

Thank you again for your interest.

Cooperatively yours,  
*The IGMC Board of Directors*

## **Ideal Green Market Cooperative Board of Directors**

Elected at the 2016 Member-Owner Meeting

<b>NAME</b>	<b>EMAIL</b>	<b>PHONE</b>	<b>ADDRESS</b>	<b>TERM</b>
Jason Baca Director	<a href="mailto:ecocafemx@hotmail.com">ecocafemx@hotmail.com</a> <a href="mailto:thegrassmaster@hotmail.com">thegrassmaster@hotmail.com</a>	218-851-6528	325111 County Rd 112 Pequot Lakes, MN 56472	2015-2017
Bonnie Coffey Director	<a href="mailto:Bonniejeanne53@gmail.com">Bonniejeanne53@gmail.com</a>		, Pequot Lakes MN 56472	2016-2018
Geoff Davidge President	<a href="mailto:billygoat109@gmail.com">billygoat109@gmail.com</a>	218-543-6464 218-232-1293	36217 Silver Peak Rd., Crosslake, MN 56442	2015-2017
John Plein Treasurer	<a href="mailto:john@pleinconsulting.com">john@pleinconsulting.com</a>	218-543-6479	33883 Co. Rd. 39, Pequot Lakes, MN 56472	2015-2017
Steve Roe Director	<a href="mailto:roetreat@crosslake.net">roetreat@crosslake.net</a>		, Crosslake MN 56442	2016-2018
Abbie Schramm Secretary	<a href="mailto:abbie.schramm@gmail.com">abbie.schramm@gmail.com</a>	218-839-0177	1331 Jokela Lake Dr SW Pine River, MN 56474	2015-2018
Mike Winkels Director	<a href="mailto:Mikejoe1012@crosslake.net">Mikejoe1012@crosslake.net</a>		, Crosslake MN 56442	2016-2018
				Position vacated Dec 2015 (complete in June 2018)
				Position vacated April 2016 (complete in June 2018)

## **Cooperative identity, values & principles**

**Definition:** A co-operative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise.

**Values:** Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

### **Principles:**

- 1. Voluntary, Open Ownership**  
Open to all without gender, social, racial, political, or religious discrimination. You may shop, you may join, and you may leave the co-op at any time.
- 2. Democratic Owner Control**  
One Owner, one vote. Your voice will be heard.
- 3. Owner Economic Participation**  
Owners contribute equitably to, and democratically control, the capital of the cooperative. The economic benefits of a cooperative operation are returned to the Owners, reinvested in the co-op, or used to provide Owner services. You control the capital.
- 4. Autonomy And Independence**  
Cooperatives are autonomous, self-help organizations controlled by their Owners. Together, you are autonomous.
- 5. Education, Training And Information**  
Cooperatives provide education and training for Owners so they can contribute effectively to the development of their cooperatives. They inform the general public about the nature and benefits of cooperation. You can develop yourself into the consumer you want to be.
- 6. Cooperation Among Cooperatives**  
Cooperatives serve their Owners most effectively and strengthen the cooperative movement by working together through local, regional, national and international structures. You are more successful when you cooperate with others who know how to cooperate.
- 7. Concern for the Community**  
While focusing on Owner needs, cooperatives work for the sustainable development of their communities through policies accepted by their Owners. You can do something for the community even as you keep succeeding.

## **FREQUENTLY ASKED QUESTIONS (FAQ) REGARDING IGMC BOARD OF DIRECTORS**

### **What is the Board of Directors and what does it do?**

The Board of Directors is the governing body for the member-owners of the IGMC. It is composed of seven to nine people, all member-owners of the IGMC, elected by member-owners. Terms are three years in length, and a Board member may serve two consecutive terms at a time. The Board is responsible for ensuring organizational performance on behalf of all the IGMC member-owners. This work includes developing clearly stated expectations through written policies, delegating responsibility for and authority over the achievement of stated objectives, and monitoring compliance with written policies. The Board governs the organization and delegates all operational duties to one employee, the General Manager (GM). It is involved in strategic planning, financial oversight, member-ownership linkage, and community outreach.

The IGMC Board strives to be strategic and visionary with its view toward the future of our cooperative, rather than focusing solely on the short-term. By devoting time to focus on the big-picture vision of IGMC, the Board will ensure that we adequately position our organization for the maximum benefit of our member-owners, as well as anticipate trends and values which may have a critical impact on our relevance and survival.

### **What does the Board of Directors *not* do?**

The Board of Directors does not make decisions about, become involved with, or take part in any of the day-to-day activities or store-level operations decisions of the IGMC. The Board's sole official connection to the operations of the cooperative is through the General Manager.

### **What are the requirements for running for the Board of Directors?**

Directors must be member-owners of IGMC in good standing without a substantial conflict of interest resulting from an affiliation with any enterprise that is in competition with the IGMC. Once elected, Directors must sign a Statement of Agreement and publicly disclose any potential conflicts of interest. As for personal qualifications, Board experience is helpful, but not a prerequisite for serving. More important qualifications are a willingness to work closely and cooperatively with the other Directors, commitment to provide the time and energy necessary to accomplish the Board's objectives and fulfill the required term, the ability to learn quickly, good communication and organizational skills.

### **How much time would I need to put into serving?**

The Board holds one regular meeting for approximately two hours each month, at which attendance is expected. This is currently set for the first Monday of each month. Beyond this regular meeting, the time commitment for a Director typically averages out to an additional two to three hours per week, including preparation for regular monthly meetings as well as specifically-called Board meetings, and participation on committees, which meet as needed up to once per month. Board members are expected to join a minimum of one committee (see descriptions following). The Board is hoping to set at least one additional, possibly two, educational sessions for establishing policies and possibly a strategic planning session during the year.

### **What compensation is there for serving?**

Per the By-laws, the cooperative shall reimburse directors for all reasonable expenses incurred in carrying out their duties and responsibilities. The compensation, if any, of the board of directors shall be determined by the members of the cooperative at any annual or special meeting of the cooperative. No member of the board of directors, or member of the immediate family of any board member shall occupy any position in the cooperative on regular salary. Currently there is no approved compensation for serving in this capacity.

### **Sounds like a big commitment. What if I cannot fulfill my commitment?**

This is a big commitment and so worthwhile! As a cooperative, the IGMC is only as strong as its member-ownership. The Board has been a diverse group with a wide range of skills who have brought us to a solid base in our early development. We also know life is life and respect changes. The expectation is always to serve to the best of your ability, communicate clearly and should you need to step down in your term of service to do so with respect to the other directors proposing a replacement, if possible, to fulfill your term.

## **CURRENT COMMITTEES OF THE IDEAL GREEN MARKET CO-OP**

**Executive Committee**, chaired by President  
consists of the officers of the Board of Directors and meets as needed

**Finance Committee**, chaired by Treasurer  
consists of the Treasurer, at least two additional board members, and up to 2 member-owners. Currently been meeting as needed.

**Human Resources Committee**, chaired by Vice President  
consists of Vice President, at least two additional board members, and up to 2 member-owners. Currently been meeting as needed.

### **Ad Hoc Committees:**

\*Promo/Membership Committee, chaired by Board member  
consists of at least two board members, and up to 4 additional member-owners



# Board of Directors APPLICATION

**DUE: by Friday, June 16, 2017 5 pm in prep for Annual Meeting June 20, 2017.**

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Preferred method for contacting you:  
\_\_\_ E-mail; \_\_\_ Phone; \_\_\_ Mail

Email to [manager@idealgreenmarket.com](mailto:manager@idealgreenmarket.com) or mail to IGMC, 34988 County Rd 39, Pequot Lakes, MN 56472, OR drop off at the Co-op

**APPLYING FOR:** \_\_\_\_\_ ONE POSITION -completion of 3rd year of 3-year term (through June 2018)  
\_\_\_\_\_ ONE of TWO full term positions (term = 3 years July 2017-June 2020)

### PERSONAL STATEMENT

Please provide us with a personal statement of 250 words or less. This statement will appear on the ballot and is your way of communicating to the voters about your background and expertise, what you can offer to IGMC, and what interests you about serving on the Board.

### QUESTIONS FOR YOU:

These questions will give members an opportunity to know you better and for you to express who you are in more detail. Your answers will not be printed on the ballot, but will appear on the website.

1. What excites you about being a member of the Board of Directors?
2. What skills and experience would you bring to the Board?
3. Please describe your experience working in group settings?
4. What issues relevant to the co-op are important to you?
5. What specific goals, if any, would you like to accomplish as a board member?
6. Please describe any volunteering or other activities you have been involved with for IGMC.
7. Any additional comments?

Please read and sign Statement of Agreement that also includes the Conflict of Interest Disclosure form and sign and return with your full application.

A Board member may call you for further information, though generally, this complete application will be your way of communicating to other IGMC member-owners why you would like to be a Board member. Feel free to contact any of us if questions arise.

# STATEMENT OF AGREEMENT for Directors of Cooperatives

## I. Code of Ethics

The Board of Directors of Ideal Green Market Co-op adopts the following Code of Ethics to clarify any uncertainty regarding the authority of the board or individual directors. This Code of Ethics is proposed to create greater unanimity and closer coordination between directors, and among directors, management, and employees.

To that end, we the directors of Ideal Green Market Co-op agree that:

**Authority:** The board's authority is limited to overseeing the affairs of the cooperative in a manner deemed beneficial to the cooperative as a whole. To do this, we employ a manager to be responsible for the overall and day-to-day management of the business under the direction of the board and work with management to set the future direction of the co-op. We are also responsible for carrying out other duties as provided by the bylaws or by general or specific corporate laws.

**Limits to Authority:** Each director's authority is equal only to the rights and authority of any individual member of the cooperative except when the board is in formal meeting. No individual director may take action on behalf of the cooperative along unless explicitly delegated that authority by action of the board, and no individual director has any particular rights to information not made available to all directors.

**Managerial Authority:** The authority of the manager, as approved by the board in the general manager's job description, is to manage the affairs of the cooperative. The manager shall employ, supervise, and discharge all employees, agents and laborers and engage in all negotiations and discussions on behalf of the cooperative as necessary and/or directed by the board.

**Disagreement:** While an individual director may disagree with a policy approved by or action taken by the majority of the board, s/he will support policy or action as being the considered judgment of the board. An individual director shall have the right to present further evidence and argument to the board for further consideration in a manner consistent with the board's practices. The board shall have the duty to reconsider its actions appropriately.

**Confidentiality:** All directors will maintain confidentiality as needed to protect the co-op's interests and financial viability. This means that all directors shall not discuss disputed or confidential corporate actions, policies, or issues with co-op members, employees, or the general public unless all directors agree that such information is no longer confidential. All issues related to personnel, real estate, market strategy and goals, pending litigation, and details of the coop's financial status will be considered sensitive issues subject to confidentiality unless or until full disclosure is approved by the board as a whole.

**Professional Conduct:** Directors serve as representatives of the cooperative. We shall conduct ourselves in a professional manner which fosters confidence and reflects positively on the co-op, its members, and its staff. We respect the rights of others -- directors, staff and members -- to communicate their ideas free from interruption and without intimidation. All directors shall affirmatively and, at all times, disclose any/all economic conflicts of interest.



## **II Code of Conduct**

**As a co-op director, I pledge to do my best for Ideal Green Market Co-op and will:**

- Devote the time needed to fulfill the responsibilities of the position;
- Attend all regular and special board and committee meetings;
- Be prompt, attentive, and prepared for all board and committee meetings;
- Contribute to and encourage open, respectful, and thorough discussions by the board;
- Attend and actively participate in the board's training sessions and annual planning retreat to enhance board understanding and cohesiveness;
- Consider the business of the co-op and its members to be confidential in nature;
- Disclose any personal or organizational conflict of interest that I may have and refrain from discussing or voting on any issues related to that conflict;
- Be honest, helpful, diligent, and respectful in my dealings with the co-op, with other directors, and with the co-op's management, staff, and members;
- Refrain from becoming financially involved or associated with any business or agency that has interests that are, or could be perceived to be, in conflict with the co-op's;
- Work for continued and increased effectiveness in the co-op's ability to serve its member/owners;
- Be a team player and agree to abide by the majority action of the board, even if it is not my own personal opinion;
- Present the agreed-upon view of the board of directors, rather than my own, when I speak for the co-op to employees, members, shoppers, and the general public;
- Refrain from asking for special privileges as a board member and from interfering with management's authority;
- Work to ensure that the co-op is controlled in a democratic fashion by its members and that all elections are open, fair, and encourage the participation of all members;
- Strive at all times to keep members informed of the co-op's status and plans, and of the board's work, as appropriate;
- Continually seek to learn more about the co-op and its operations and about my responsibilities as a board member by pursuing educational opportunities.

### III. Conflict of Interest

I affirm that, to the best of my knowledge, neither I, nor any of my affiliate (here-in-after defined) have any financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of my fiduciary duties as member of the Board of Directors of Ideal Green Market Co-op or would tend to impair my independence, judgment or action in performance of my duties as Director, except as described below. I further affirm that, to the best of my knowledge, neither I nor any of my affiliates is an officer or managing agent of any municipal, state, federal, or private granting or contracting entity that provides or receives funds or other benefits to or from the IGMC, except as described below. As used herein, I understand the term "affiliate" to mean any relative, business or professional partner or associate, or other person or entity (including without limitation any corporation or partnership in which I have a personal or financial interest) with whom I have any significant relationship.

**Conflict Disclosure(s):**

**As a co-op Director, I agree to abide by this Statement of Agreement. I agree that if, in the opinion of the majority of co-op Directors, I have violated the letter or spirit of this agreement that I shall resign my position on the Board immediately.**

\_\_\_\_\_  
Printed Name of Co-op Director

\_\_\_\_\_  
Signature of Co-op Director

\_\_\_\_\_  
Date

*Note: when submitting this form electronically, please type your name on the signature line. You will be asked to sign a printed copy after you have been elected.*