



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 / 218-543-6565

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**MISSION: To provide access to local, sustainable and healthy food and products.**

**Board of Directors:**

<input type="checkbox"/> Jason Baca (2017)	<input checked="" type="checkbox"/> Tiffany Elste (2018)	<input checked="" type="checkbox"/> John Plein (2017)
<input checked="" type="checkbox"/> Geoff Davidge (2017)	<input checked="" type="checkbox"/> Dave Endicott (2018)	<input checked="" type="checkbox"/> Abbie Schramm (2018)
<input checked="" type="checkbox"/> John Ehlert (2016)	<input checked="" type="checkbox"/> Dan Kayser (2016)	<input checked="" type="checkbox"/> Dan Yavner (2016)

Barb Mann, Co-op Coordinator

GUESTS:

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## MINUTES - Monday, July 6, 2015, 7pm at the Co-op Store

Welcome / Introductions – convened at 7:12pm

### I ELECTION OF BOARD OFFICERS

President: Dan Kayser

Vice President: Geoff Davidge

Secretary: Tiffany Elste

Treasurer: John Plein

JB nominated Tiffany Elste to serve as secretary.

**M – JB to continue the Board Officers as established with the Incorporating Board with the addition of Tiffany Elste as secretary, 2<sup>nd</sup> - AS. Discussion. ACTION: PASS**

Tiffany took over officially. 7:24pm

### II. Formal establishment of permanent committees and any identified ad-hoc committees

- A. Executive.
  - 1. President is chair. Dan Kayser
  - 2. Charged with making board-level decisions between board meetings.
  - 3. Set agenda for board meetings.
  - 4. Proposes policies and procedures not covered by other committees.
  - 5. Other as appropriate.
- B. Finance. – John Plein chair, Geoff Davidge, Jason Baca, Tiffany Elste
  - 1. Treasurer is chair.
  - 2. Charged with timely reporting of financial activity and position.
  - 3. Proposes policies and procedures in order to comply with reporting requirements, internal and external.
  - 4. Proposes policies and procedures for maintaining integrity of books of account (internal controls).
  - 5. Oversees treasure's duties and compliance thereto.
  - 6. Other as appropriate.
- C. Human Resources (will have staff) usually same as Exec, with VP as chair – Geoff Davidge & Volunteer Coord & Tiffany Elste on committee
  - 1. For organizations our size, often but not necessarily the Executive committee with the Vice President as chair.
  - 2. Proposes HR policies and procedures, including those needed for employee evaluation.
  - 3. Proposes job requirements, tasks, and duties.
  - 4. Conducts searches for new employees.
  - 5. (and guess...) Other as appropriate.

### Ad-hoc committees:

- D. Promotion, recruitment, membership (Currently constituted)-Dan Yavner chair, Mary Plein, Jenny Hill, & Bob

### Uppgaard

- a. Led by board member
  - b. Seeks members
  - c. Seeks contributions, individual and corporate (grants, etc.)
  - d. Identifies promotional opportunities, designs appropriate materials therefor.
- E. Merchandising (Currently "Product") (not necessarily needed once GM in place)- Dan Kayser serve as chair along with John Ehlert, Kris Kayser, Robyn Bragstad, Megan Loukota, Claire McGuigan, Joan Ingebrigtsen, Barb Warrington
1. Led by board member
    - Determines store layout, uses for different areas
    - Determines what items to stock, quantities, and markups

**M by DE to approve three permanent committees including: Executive; Finance; and Human Resources; and two ad-hoc committees, including: Promotion/Membership; and Merchandising, 2<sup>nd</sup> – AS . Discussion. ACTION: PASS**

### III. Updates:

- A. Business commitments
  - Lease-2 yr lease started April 2015, \$4,550 for 2 yrs (up and down reflective of anticipated cash flow/month)
  - Fundraising, the gift from Ron & Judy and their expectations – commit to this site for 5 yrs. Need to write up agreement
  - NOTE: Barb to send Tiffany contracts, legal documents, etc. currently in place. Noted that Mick Justin, CPA in Pequot Lakes is a resource too. We'll do books in-house for now via Quick Books and work with accountant for year-end filing, will purchase a POS that aligns with Quick Books..
  - Build-out for state compliance – reviewed overview of Plan Review, facility, timeline, POS system status, financial commitments currently, raising capital (Dave can gather info on crowd funding, Tiffany start looking into member loan program), remodeling work \$12,000
- B. POS System – JP reported on status. SMS POS (Harmony, Green Scene and Reeds Mkt) system is so far most aligned with what we want ( \$15,000-17,000), financing is available.
- C. General Manager status- job description needed along with desired skills, There are possible candidates in the network with initial conversations taking place as we continue to develop into the next phase
- D. Abbie S. offered to do a monthly newsletter and will meet /discuss with Barb details for taking this over.

**TREASURER'S REPORT:** Cash balance \$35,905.75 (\$4,877 checking, savings \$30,513, paypal \$515). Noted that remodeling work around \$12,000.

Generating revenue as soon as possible is essential. Reviewed time-line of what we know with securing food license once Plan Review with Dept. of Ag is approved for doing remodel work. Noted to choose start-up product with long shelf life initially, and work with local vendors who can supply smaller amounts of perishable product more readily based on need.

### **NEW MEMBER – OWNER ACTION per Applications (put us at 102!):**

Cheryl Boyes (payment plan), Gary & Lynn Olson, Richard Bredl, Katy Uppgaard Flaherty, Martha Fairbanks, Susan Manchester, Nick Pond, Erica & Stephan Zweifel, Sara & Ed Egan

**M-DE to approve member-owner applicants presented, 2<sup>nd</sup> – DY, ACTION: PASS**

**NEXT MEETING:** Monday, July 20 7pm Mondays OK for now, but will need to change eventually to accommodate members.

**ADJOURN 8:45pm**

**Respectfully submitted,  
Tiffany Elste / Barb Mann**