



IGM Board of Directors Meeting Minutes

Date: October 4, 2021

Called to order at 5:06 pm

Attendees: Jon Grothe, Taren Saccoman, Dixie Grothe, Karyn Penn, Denise Albrecht-Simpson, MJ Schneider, Megan Loukota

1. GUESTS: Megan Loukota, store manager

2. Secretary's Report: Dixie

Motion to accept prior meeting minutes as revised: Moved by Denise; Second by MJ – **Motion carried**

3. Treasurer's Report: Dixie

Week of September 19th sales : \$5,980; September sales: \$26,987 (POS system report)

Bank checking balance to date: \$9,170; Loan balance: \$1,811 with 4.5% interest, \$220 payment on principal amount; Renewal date: 12-08-21

Profit & Loss year-to-date: - \$1,327 (09-30-21)

Balance Sheet (RWB): \$3,666

Cash Flow year-to-date: \$4,327

IGMC Operations: Reviewed with accountants in order to set up Income & Expense budget with Profit & Loss, Balance Sheet, and Cash Flow reports in mind. Briefly discussed ways to increase profit and reduce expenses but will review them with the budget plan before decisions are made for expenditures. Review budget plan in November.

Motion to accept treasurer's report: Moved by Taren; Second by Denise – **Motion carried**

4. Store Manager's Report: Megan

Staff: Linda Walker has helped out and learned the register.

September Sales 2021: \$27,074; September 2020: \$24,435; September 2019: \$12,066

Products: Sourcing member favorites and new products to add interest. Decision was made to add back Super Saturday Sampling: 11-13-2021 and call it "5 + 1 Ideal Green Market Anniversary Celebration"

New Members: 6

Current Invoices: Reviewed for monthly recurring charges for budgeting purposes.

Region 5 Funds: \$1,000 allocated for recommended use. New shelf tags purchased from the funds for \$187. Allocated funds for Super Sampling Saturday is \$200, staff name tags \$8 ea. & t-shirts/aprons with (new) logo \$35 ea.

Research Logo: Recognizable redesign with watermark to be used on different kinds of media – Denise to submit progress on 11-01.

5. Committee Reports / Committee roles:

a. Human Resources: Taren

Linda Walker approved to hire: 15-20 hours per week at \$14 per hour.

Thank you cards with logo will be made to send new members with member card after Board approval.

b. Volunteers: MJ

Will use current list of members to contact for volunteer opportunities & post on chalkboard, distribute signup sheet with membership, and on Sampling Saturday in November. She will also come into the store when she can and distribute volunteer sheets.

c. Marketing/Promotion: Taren

Opportunity available to write a poem for two prizes totaling \$150 plus another gift from Pequot Sanitation.

d. Facilities / Building: Jon

Dan continues to do maintenance on the building. Front porch lighting needs electrical attention.

Several light fixtures don't work on the building. It may be Owner cost but if not, the co-op's.

The back room is painted and ready for product to fill the shelves.

Thanks to Taren for cleaning out the North side of the building. Cost of about \$3,000 for blacktop & ramp was submitted but not approved. Reconsider in Spring 2022.

Sign post in parking lot will be painted green at no charge.

e. Garden: Denise / Geoff & Bonnie, assist.

Garden Fund ending balance is \$155 to be used for next year's garden.

f. Farmers Market: Denise

Monetary thanks will be sent out to volunteers who got the market signs out every week. Vendors will be thanked publicly via newspaper and/or Chamber email. Funds for Farmers Market (not part of the co-op) are separate from the co-op and don't need Board approval as to how they're spent.

A plan with events and dates was submitted. Members of the Board will take part in making it a reality.

6. Old Business

POS system update: First meeting John Carlson produced advice on the POS system, ordering, and inventory. A second meeting will focus on product mix and pricing strategy.

Action Log: POS evaluation and input will come after cleanup of current system.

7. New Business

Fundraiser: Ideas and costs to be researched and date to coincide with IGMC Annual Mtg. in June.

Budget: Will use Manager's recurring charge sheet to incorporate actual costs with potential budget and submit Income & Expense Budget in November.

Senior Expo: Not as attended as last year due to many other Crosslake activities and covid fears. But agreed that it was successful enough to do again.

Emergency Plan: Needs more development. One goal is to schedule a summer vacation for Megan.

Case Orders: Discussion about discount policy as it affects promise to members. No change made.
See member benefits on the website: [Become a Member-Owner | Ideal Green Market Cooperative](#)
Product Committee: Update on product standards, assist store manager with research, price comparisons, and listing basic items to stock all year and seasonally.
New Co-op Members: **Approved.**

Next Board Meeting: November 1, 2021 at 5:00 pm Monday

Motion to adjourn: Moved: MJ – **Motion carried**

Meeting adjourned at 8:08 pm

Respectfully submitted by: Dixie Grothe