



IGM Board of Directors Meeting Minutes

Date: May 22, 2023

Called to order at 5:33 pm

Attendees: Jon Grothe, Denise Albrecht-Simpson, Dixie Grothe, MJ Schneider, Ric Carlson, Cristobel von Walstrom

GUESTS:

- ☐ Roxanne Carlson, store manager

1. Positive Observations:

It's a beautiful day with a fresh outlook. Roxanne is feeling optimistic about increase in sales recently.

2. Secretary's Report: Dixie

Motion to accept the 04-24-2023 meeting minutes. Moved by Denise; Second by Ric – **Motion carried**

3. Treasurer's Report: Dixie

Motion to accept the April treasurer's report. Moved by Denise; Second by Cristobel – **Motion carried**

4. Store Manager's Report: Roxanne

New Members: 3 new members were approved.

Staffing/HR: Elsa starts PT work May 31, 2023

Products: Purchasing more product for Memorial Day week. New products are successful but still some wrong or spoiled products are being sent. No other integrated delivery options for our area have been found other than current UNFI & CPW.

Finance: Invoicing was discussed. Roxanne will be meeting with Kim to get up to speed on QuickBooks entries at the store once Elsa has started and gets help to fill in hours from volunteers.

5. Old Business

Freezer: A motion was made by Dixie Grothe for Roxanne (store manager) to purchase a new unit to replace the existing failed unit, provided that the purchase from credit line funds is under \$1,000 and details submitted to the Treasurer, Dixie Grothe. Second by Ric – **Motion carried**

6. New Business

Store Happenings: Discussion on series of events that beleaguered the store last month. Wrong deliveries, failed equipment, spoiled food, etc.

Annual Meeting: Planned for noon, June 25th, 2023. Discussed ideas for the theme and other details of participation will be developed for posting on social media and the IGMC website.

Consignments: New policy changes discussed and will be developed for immediate implementation.

7. Committee Reports / Committee roles:

a. Human Resources: Ric

Elsa was hired to replace Katrina who resigned due to the farm work she needs to do. Volunteers discussed to help Roxanne and train Elsa.

b. Volunteers: MJ

Volunteer needs will be posted on the volunteer board by Roxanne and MJ will continue to check regularly. A volunteer is still needed to clean floors and bathrooms once a week. Volunteers are needed to put Farmers Market signs out Saturdays from May 27 to September 2. *Co. Rd. 16 & 371* (at A-Pine Restaurant). Contact MJ.

c. Marketing/Promotion: Cristobel

Digital marketing is in process. Website and email will also be included with Cristobel at the helm. Flyers are on the way. “Meet Your Farmers” is next in the planning.

d. Facilities / Building: Jon

Freezer and cooler issues are being addressed. Old combination boxes were removed and a new one was installed that’s easier to operate. The ramp will be textured sometime in June.

e. Ideal Corners Giving Garden: Geoff (via Denise)

Flowers are being considered again – nice look and had nice donations last year.

f. Farmer’s Market: Denise

Plans are in place and vendors lined up for the Farmers Markets but still considering a manager/cashier. Denise will continue to manage until someone is found. The Board will be present on May 27th to help welcome our customers back for the season. Special thanks to Denise for coordinating!

8. Other Discussions:

UNFI Update: Changed their payment methods. Coordination is ongoing with Roxanne & Ric.

Annual Meeting: See new business Item 6.

Next Board Meeting: June 26, 2023 at 5:30 pm Monday

Motion to adjourn: Moved by Dixie – **Motion carried**

Meeting adjourned at 7:57 pm

Respectfully submitted by: Dixie Grothe