



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

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

Board of Directors:

Jason Baca (2017) Tiffany Elste (2018) Abbie Schramm (2018)
 Geoff Davidge (2017) Dan Kayser (2016) Dan Yavner (2016)
 John Ehlert (2016) John Plein (2017)

Barb Mann, Co-op Coordinator

GUESTS: Mary Plein

Minutes - Monday, November 2, 2015, 7pm at the Co-op Store

Welcome – convened 7:11pm, Welcome guest Mary Plein.

1. **MINUTES OF OCTOBER 19** (next meeting)

2. **TREASURER'S REPORT**

Handouts – payments for services done for remodeling and repairs to date. First UNFI order next Wed. Paperwork on line of credit to bank, call back not hopeful – doing pro-forma update for them and then meet. Don't do unsecured loans over \$5,000. Check with Crosslake – Bart Taylor. Updating pro-forma sales projection using \$250,000 for first 12 months, after visit at A Clean Plate in Menahga seems reasonable (we likely have a better market base here)

3. **NEW MEMBER – OWNER ACTION per Applications:**

- New member applications: Mari Beth Brooks Motion by JP to accept, 2nd – JE, PASSED
New members will bring us to a total of 117 member/owners.

4. **COMMITTEE REPORTS**

a. Executive. none

b. Finance. GD and BLM met with Julie Anderholm at Sm Bus Development Center at CLC last week. They provided her updates. She made suggestions regarding hiring – talked about workers comp, errors & omissions for board, and increase insurance with inventory. Getting quote from Ins. Agent. Set up checks and balances on funds in and out/sales – safe in basement/lock box ?– establish policies and procedures across the board. Set up hiring bookkeeper/accountant in addition to treasurer. 1/3 cash, 1/3 cks, 1/3 credit/debit cards. Getting credit/debit/ EBT machine to process. Need lighted “exit” signs per insurance, update/recondition fire extinguishers. Bank loan/credit line likely to be around \$20,000 max. Plan to send out postcard for Member Loan promotion inviting members to provide loans.

c. Human Resources. Meeting scheduled for 11/9 / Take time to hire “right” person, workers comp. On-line scheduler system for volunteers – work, meetings, etc. Meeting 11/9 at 6:30pm working on job description, payroll, advertising, benefits

d. Ad-Hoc Committees.

d.1 Promo/Membership -none

d.2 Merchandising /Product Development. – Mary P. as coordinator of Azure inquiry regarding Azure ordering-buyers' club. Will this be dropped with co-op opening? Customers have been inquiring about this. They can go to Pequot Lakes or Crosslake for their food drops. Reduce environmental footprint. Eventually we'll likely stop

Azure. About 20 shoppers in club, at least half are co-op members. If not a lot of work, may be worth just continuing it – not loose people. Can offer to people bulk orders via UNFI 2xs/month plus 15% handling/service fee. Could phase out Azure. Mary P would like to pass on serving as coordinator. BLM explained Co-op Partners Warehouse. Co-op will not be ordering product from Azure. Suggested MP continue coordinating through Dec. 2015. If someone else wants to coordinate this drop site they can. Depart it with good PR if no one steps forward. Maybe offer “stock up” sale 2-4 times/year and sell at wholesale plus 15%. Certain name brand recognition with products. BLM shared about A Clean Plate organic grocery store in Menahga and introducing new product. Education with product is key. Mary will draft a notice to Azure customers, BLM will proof and Mary will send out notice seeking a new coordinator, and barring that, inform of closing down this service.

5. Coordinator Report

- a. used labeling scale \$895 (Britz)? M by GD to purchase products and supplies presented to open using Britz 30lb label scale, 2nd JB PASSED
- b. insurance – errors and omissions, inventory, workers’ comp price quote coming
- c. info /support from Crow Wing Food Co-op
- d. A Clean Plate-Menahga – report on that visit and sharing of information
- e. SNAP/EBT – machine with accepting chip on credit cards, \$395 + \$50 app fee + tax, pin pad additional \$100. Ck what Stone Woman Herbals uses though not sure about SNAP acceptance. Can lease equipment rather than purchase. Include all 3, and a PIN pad and signing screen.
- f. Volunteers – need a system to empower people to sign up. Volunteer training will take place once Joan I and BLM figure out system with opening. They will run the cash register to start.

6. Old Business

- a. Store Opening - members only? – discussion, soft opening, not turn people away – explain development and working out kinks.

7. New Business (none)

8. Matters on Hold

- a. Operational Policies.

NEXT MEETING: Monday, November 16, 2015, 7pm

ADJOURN 8:57pm