



34988 County Road 39  
Pequot Lakes, MN 56472  
www.idealgreenmarket.com / 218-543-6565

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

☐ BOARD MEETING AGENDA DATE

X BOARD MEETING MINUTES DATE March 10, 2020

Board of Directors:

X Denise Albrecht-Simpson (2021), X Sandy Baker (June 2021),

☐ Pam Cunningham (2020), X John Grothe (2022), X Joan Ingebrigtsen (2020),

☐ Taren Saccoman (2020), X Dan Yavner (June 2021) X Katie Peterson (2020)

GUESTS: X Megan Loukota, store manager X Kim Dunlap - Complete bookkeeping Plus

The meeting was called to order at: 5:30 pm

Minutes for 2/3/2 reviewed: One change made to minutes: Correction of spelling of Jenn Bluhm's last name. Motion to accept to accept prior meeting minutes with correction:

Moved: \_Dan Yavner. Second: Katie Peterson Motion carried.

Prior to regular agenda: Kim Dunlap from Complete Bookkeeping Plus introduced.

Services they can provide for us:

Payroll related activities:

Payroll taxes

Returns on time

W2's sent out

Bank Reconciliation - Will be given access to quick books

Payroll Services - See attached ( sent via email by Dan)

Book keeping services - \$50.00 with minimum of 2 hours. This is concerning. Board will review time and cost for this service and re-visit.

**Motion:** Accept the payroll/ bookkeeping services of Complete Bookkeeping Plus as outlined in agreement presented to the board.

Motion: Dan Yavner Second: Denise Albrecht- Simpson. Motion carried

Dan signed agreement and Megan will pay last month's cost of services.

## **TREASURER'S REPORT:**

Katie emailed balance sheet to board. Profit and loss statement reviewed.

**Motion:** To accept treasurer's report. Motion by Denise Albrecht-Simpson Second by Sandi Baker. Motion carried

## **1. OLD BUSINESS:**

Denise-Grant Application Update: Will hear on April 1, 2020

Aging Expo- Volunteers plan for event: April 25, 2020

Indoor Farmer's Market : April 18, 2020. Advertising/Last Volunteer Meeting March 17th

Credit Card Fee Update: Started March 1, 2020. Much lower cost!

March Region 5 Meeting Reminder: March 19, 2020.

**2. STORE MANAGER'S REPORT:** 5 new members. 1 from back to basics. Megan is working on paying the bills. Jenn is working out great! March 14 is Pie Day. 11-1 pm free apple pie with coffee for donation.

## **3. NEW BUSINESS:**

· New member applications.

Names: Cinda J., Sarah L., Luke/Jenn B., Doris M., Jenny P.

**Motion:** To accept new members as presented: Motion: Sandi Baker Second: John Grothe. Motion carried

Payroll expense: Do we set a percentage limit so Megan knows? Will table and discuss in future.

SNAP Application Status: Application was returned. Private held corporation.  
1120C.

Farmer's Market Memorial Day Fundraiser: Saturday, May 23, 2020. Discussed fundraiser of pancakes, breakfast sandwich, with free coffee.

Board Agenda Communication: Discussed putting next month's agenda on website prior to meeting . Yes, and will designate time on agenda to allow for allowing guests to speak. Will attempt to post agenda one week prior to meeting.

Megan will announce this in an email, and will also provide a printed copy in the store.

#### **4. COMMITTEE REPORTS**

A. Marketing/ Promotion Advertising Calendar for 2020: Pulse radio station. Free advertising!!

B. Volunteers: Denise- Need 1 volunteer every day open. Need bagger on Saturdays.

C.Products:Sandi and Joan - Looking at new products

D. Facilities: Dan - Replaced door locks. Exit sign in back repaired. Leak and water damage in office will be repaired by Ron Kidder. Water spigot \$500-\$1000. Per plumber - can come out side of building: approx. \$400.

E. Bylaws—Denise- Need to set time to review before June meeting. Bylaws meeting: April 14, 2020 @ 5:30 pm.

**5. NEXT BOARD MEETING:** Monday April 6th, 2020 5:30 PM

**6. ADJOURN.** Moved: Dan Yavner. Meeting adjourned at 7:5

Minutes respectfully submitted by Pam Cunningham - Secretar] []