



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

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

WELCOME (6:30pm)

Board of Directors:

- Jason Baca (2017) Mike Winkels (2019) Bonnie Coffey (2019)
 Geoff Davidge (2017) John Plein (2017)
 Steve Roe (2019) Abbie Schramm (2018)
 Barb Mann, Temporary Co-op Store General Manager

GUESTS: Teresa Truillo, Pat Rogness, Mary Plein

AGENDA: October 17, 2016 – Regular Scheduled Board meeting

6:30-6:32 **APPROVAL OF MINUTES-LAST MEETING:** Motion: Mike W. Second: Steve R. Motion passes

6:32-6:42 **STORE MANAGER REPORT:** Barb Mann – Discussed staffing information below, as well as a Region 5 Round Table Meeting November 2 at 2pm in Staples. Discussing options and needs for local co-ops. Also will discuss the option for a grant that will be submitted through region 5. Bonnie, Geoff, and either Pat or Teresa will be going to this meeting.

6:42-6:55 **TREASURER'S REPORT:** John Plein Motion: Bonnie Second: Jason Motion Passed

6:55-6:57 **NEW MEMBER APPLICATION:** Need someone to process applications – Abbie will send out welcome letter and follow up with new members.

COMMITTEE REPORTS

- a. 7:00-7:05 Executive. – Geoff
- a. Store procedures/operations manual update – done for the most part and Barb will fill in any questions this week if needed. Will update every 6 months to keep up to date.
 - b. President letters – Geoff handing out letters to keep the understanding of the co-op flowing and encourage member support.
 - c. Staff Updates: Discuss hiring Sue W. and or Joan I. for Saturday's or other days where we run into staffing shortages. Board decided Teresa and Pat will schedule Joan OR Sue for every other Saturday as needed to help staffing.
 - d. Signing Ron. K Addendum – John P, and Geoff will sign the lease addendum and Mr. Kidder will sign the donation check.
 - e. New Membership Applications
 - f. Personnel filings – locked, two of the board members have a key for the locked cabinet to keep confidential files confidential.
 - g. Membership roster in excel SS/PDF continued updates
- b. 7:05-7:10 Finance. – John
- a. Lease contract and donation – discussed above
- c. 7:10-7:20 Human Resources – Bonnie
- a. Midwest Pantry March event with local food producers – Steve and Jason – November 26th in St. Anthony MN Community Center. Another event in March that will highlight producers.
 - b. Crow Wing Power \$500 award available – Bonnie working on application for this award.
 - c. Small and Strong Conference in November – Regarding funding and working in small co-op environment. Bonnie signed up to go – November 12th.
 - d. Brainerd Lakes Chamber of Commerce opportunities for businesses – Bonnie briefed on some opportunities for free advertising from the Chamber for us as a member. Tasked this to Promo Committee – Mary already working on some of this as well.

AD-HOC COMMITTEES.

- a. 7:20-7:25 MERCHANDISING /PRODUCT DEVELOPMENT – Steve R., Jason
 - a. Next meeting Oct 19th, 8:30am at Co-op. Joan I. Chair.
- b. 7:25-7:30 PROMOTIONS/Recruitment/MEMBERSHIP – Abbie S.
 - a. Board members/spouses to serve at Holiday Lunch, December 10th. Schedule will follow. ALL collect silent auction items and bring to co-op.
 - b. Chamber Basket donated for Annual Chamber dinner. Pat and Teresa putting together, Mary delivering. \$100 value.
 - c. Next meeting Nov 7, 10am Lakes Latte
- c. 7:30-7:35 VOLUNTEERS – Bonnie, Joan I.
- d. FACILITY TEAM – Dan Y. Chair.
 - a. Picking up straw this week to place around building and septic system

Old Business:

New Business:

Staff Updates: Barb

- a. Teresa and Pat will run the store next week and I'll be available on-call, and "in" very little to allow them space to "run the show". We've had training over the past few weeks hit or miss. I realize they are a bit nervous though I believe they'll be fine with your support and checking in regularly.
- b. Both signed the personnel policy statement and they are in their individual employee files (lower right hand drawer of desk)
- c. I've put an Operations Manual together and will continue this next week to add to that with potential pieces that are, as yet, missing. It's in the office and should be left at the co-op for anyone to access.
- d. I suggest for consideration the possibility of enlisting Sue Weise for hire every other Saturday at most, 9am-1pm to help on the register while orders are tallied and placed by either Teresa or Pat depending on who's on that Saturday. We'll be asking Joan to help out Friday or Saturday as she's able and willing as a volunteer on the register.

Next Board Meeting: November 2nd, 2016 6:30 pm at Ideal Town Hall.

Regular Scheduled Board meeting

Tasks-

Follow up-

ADJOURNMENT 8:23 PM