

IFC Board Meeting – 12/18/2018

Members present – Susan Ekstrom, Rick Shultz, Andrew Joseph, Robin Meadows West, Dale Morris, Brant Kassel, Eileen Wuebker, Jill McBroom, Lisa Bean, Jason Grimm, Shanen Ebersole, Ryan Marquardt, Jenn Quiner

Members absent – Jason Johnson

Staff present – Gary Huber, Jennifer Miller

Meeting began at 5:36pm

1. Approval of previous meeting's minutes
 - a. Motion by Robin, seconded by Susan
 - b. Approved by voice vote
2. Introductions of new board members
 - a. Jason Grimm of Grimm Family Farms
 - i. Sells black beans and potatoes to coop; from Waynesburg, IA; member since 2010
 - ii. Manages programs related to food systems work
 - b. Jenny Quiner of Dogpatch Urban Farms
 - i. Produce member for coop, also runs farm stand on her farm
3. Software and website update
 - a. Iowafood.coop got a major facelift, first since 2011
 - i. Mobile friendly as well
 - ii. Easier to find recipes
 - iii. All looks good and will grow with the coop
 - b. Software update
 - i. Software built on language which was going to have some updates on it (old English to new English)
 - ii. Price estimates range around \$28k-50k for that update
 - iii. Roy, previous software guru, has updated that software during the last 2 weeks and for a cost of \$1000
 - iv. Software is stable and will allow staff to improve listings and
 - c. Much thanks to Jennifer for the final result and working through all the kinks and issues.
4. Space Remodel
 - a. Tim Cruz (coop member) is working with us to help remodel
 - b. More walls to come down
 - c. Another member will help fix the ceiling from previous work done
5. Financials and Treasurer's Report
 - a. Net income is way above budget (-1088 actual vs. -11,654 budgeted)
 - b. IA Valley RC&D Grant money to come in after new year
 - c. Some discrepancy for staff payroll numbers
 - i. But hours have been shifted around in different categories
 - d. New fee structure

- i. Since fiscal year is half over, curious when new fee structure will take place
 - ii. Ryan asked for numbers without fee increase for rest of year
 - 1. Jill will email out
 - iii. Jennifer will send out dates and plan for messaging about fee structure
 - iv. Rick asked if we are tracking data to see how new fees affect sales
 - 1. Jennifer says they can track lots of data with software
 - e. Motion to approve treasurer's report
 - i. Motion by Ryan, approved by Eileen
 - ii. Approved by voice vote
6. Messaging for the IFC from the General Manager
 - a. Most recent cycle is approx. \$19,500 in sales (2nd highest in history)
 - i. Cycle previous was also very good (\$17k)
 - ii. Membership numbers are down a bit but good overall
 - b. Our model works and doesn't require millions in sales to work
 - i. Why we exist is more important than what we do
 - ii. Other Iowa food hub outlets are struggling with margins on wholesale
 - iii. We appeal directly to consumers with fewer middle people
7. Gardiner Thompson Annual Report on finances.
 - a. Copy for board presented
 - b. Nothing different than presented at annual meeting
8. Staffing Transition Process
 - a. Budget plan will transition Gary to half-time starting in January
 - i. New plan will be to work full time through end of March and transition out of coop
 - ii. Life changes for Gary pushing to transition out of coop
 - iii. Immediate need is to bring someone new on board and create job manuals for positions
 - b. Jennifer is also transitioning out of the food coop in the next 3-4 weeks
 - i. Ready to focus on farm and other ventures
 - c. Robin is working on a work-flow plan on how to manage positions and job responsibilities
 - i. Working smarter, more efficient
 - d. Staff
 - i. GM – Currently Gary
 - 1. Answers phone
 - 2. Coordinates IFC
 - ii. Distribution Coordinator (was Brandy)
 - 1. Distribution management between consumers and producers and on-site
 - iii. Member Services (Jenn – currently contract)
 - 1. Fliers, emails

- 2. Producer support
 - 3. 20-25 hrs/week
 - iv. Driver (Ben)
 - 1. 5hrs week
 - v. Accounts Clerk (Emily)
 - 1. Hourly (12 hrs/week)
 - 2. Cashier, new member forms
 - vi. Accountant (Carrie)
 - 1. Works with Emily
 - vii. Norma Ames
 - 1. 12/hrs cycle
 - 2. Data guru, onsite sales support
 - e. Hiring Committee
 - i. Robin, Jill, Ryan, and Jason to serve on committee to take information from Robin and divide roles within budget
 - 1. Motion by Ryan, seconded by Andy
 - 2. Approved by voice vote
9. Election of Officers
- a. President
 - i. Currently Susan Ekstrom
 - b. VP of Producers
 - i. Currently Jason Johnson (term ending)
 - ii. Candidates – Ryan Marquardt to replace
 - c. VP of Consumers
 - i. Currently Dale Morris (stepping down)
 - ii. Candidates - Robin Meadows West to replace
 - d. Secretary
 - i. Currently Brant Kassel
 - e. Treasurer
 - i. Currently Jill McBroom
 - f. Motion to cease nominations by Lisa, seconded by Robin
 - i. Approved by voice vote
 - g. Motion to approve slate of candidates by unanimous consent by Robin, seconded by Andy
 - i. Approved by voice vote
10. On-Site sales
- a. C will with coding and labels for on-site sales
 - b. Had gotten behind with increased sales
 - c. Have some help moving forward
 - d. Still need for volunteers for all sites (spread the word!)
11. Continued Budget discussion
- a. Need to change budget for changes in GM's hours
 - b. Have Coordinator money available to offset changes in GM's hours
 - i. Motion to reallocate payroll expenses for Coordinator to GM payroll for the first 3 months. Will leave a difference of 2300 dollars to pay for

- ii. Motion by Jill, seconded by Ryan
 - 1. Approved by voice vote
- 12. Motion to adjourn meeting by Ryan,
 - a. Approved by voice vote
 - b. Meeting adjourned at 7:32p

Next meeting Jan 15th at 5:30pm