



Board Meeting Minutes

May 13, 2019

Members Present: Jeanie Smith, Larry Anderson, Marty Rathje, Rachel McGrew, Terry Swanson, Harry Swanson, Chris Dean, Judy Bloom, Diane Munns

Consent items:

- a. February 11, 2019 meeting minutes were approved.
- b. April 30, 2019 Financial Report was circulated in advance. Client expense for utilities were high due to winter conditions - during the two coldest months, we used more than \$1,200 worth of gas and electricity. Other Operating Expenses during the first four months have been low, but will increase after we pay for printing and mailing the current newsletter. The bottom line: We've raised \$1,836 more than we've spent so far during 2019

Reports:

- a. The results of the Executive Committee meeting on April 8 were circulated by email. The Committee set an agenda for an April 30 Strategic planning at the Metro Waste board room, and announced the May 13 board meeting will be combined with the Annual meeting.(the report was approved as presented)
- b. Community Relations/Grants Committee: We received a grant from BWA Foundation for \$3510 to purchase cribs and mattresses.
- c. Compliance Committee: No report
- d. Marketing/Reporting:
 - Newsletter: The April 2019 FreeStore Story was mailed on April 23.
 - Mayflower: Rachel McGrew coordinated activities for the event on May 18. Cheryl Christie and Trisha Barton from Valley West will be on the Van and Bonnie show on May 15.
- e. Materials: The first week in May was big with pickups in Osceola and the Baymont in West Des Moines
- f. Succession Planning: We need to set up a flow chart of Terry's job.
- g. Technology Committee: no report
- h. Volunteers: no report
- i. Clients: no report
- j. Strategic Plan Progress: The Executive committee will prioritize the items from the April 30 Strategic planning exercise.

Decision items:

- a. Election of Board Members: Gloria Gray was accepted as a board member. Mike Smith and Jeanie Smith were elected to 3 year terms
- b. Election of officers: Current officers were reelected
- c. Process for moving ahead with strategic plan: The Executive Committee will prioritize the items in the plan.

Annual meeting:

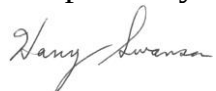
The north side of the warehouse was arranged for the meeting. Refreshments were provided by board members for 40 guests

- a. Call to order: Marty called the meeting to order, welcomed all the FreeStore volunteer attendees, and recognized long time supporters, Dick and Donna Bray.
- b. Secretary report: Harry stated we were following our by-laws to have an open annual meeting.
- c. Treasurer's report: Larry Anderson reported that we have been fortunate to fund our expenses through grants and individual donations each year and have also created an investment account with the Community Foundation of Greater Des Moines.
- d. Officer elections: Marty announced the 2019 board officers are Marty Rathje, Chair, Diane Munns, Vice Chair, Larry Anderson, Treasurer, and Harry Swanson, Secretary.
- e. "State of the FreeStore": Marty reported that 2018 was a busy year as we increased our clients served to 290 total, up 26% over 2017. We recently finished a new warehouse operations manual, are designing a new web site, are in the second year of a strategic plan, and are working on succession planning for our key volunteer positions.
- f. Volunteer recognition: Marty announced a new annual volunteer award titled the Harry and Terry Swanson Volunteer of the Year Award. The 2019 winners are Harry and Terry Swanson. 10 year volunteer service awards were made to Jeanie and Bill Smith, Diane and Roger Munns, Judy and John Bloom, Vonnie Salem, Genaro Mata, Larry Anderson, Bev Blaha, and Lois Kriebs.

Adjoun:

Next meeting: August 12, 2019

Respectfully submitted,



Harry Swanson, Board Secretary



Financial Report

As of April 30, 2019



FreeStore, Inc.
2018 Budget Report
 As of April 30, 2019

		2019	Actual Amounts	
Description		Budget	Year 2019	Jan 1 - Apr 30
Revenue				
Use of Cash on Hand		\$25,715.00	\$0.00	\$0.00
Fund Raising Activities				
2018 Fall Newsletter		3,000.00	8,560.00	8,560.00
2019 Summer Newsletter		7,000.00	0.00	0.00
2019 Fall Newsletter		10,000.00	0.00	0.00
Birdies for Charity (10% bonus is added in August)		11,000.00	0.00	0.00
Memorial and "In Honor of" Donations		500.00	500.00	500.00
Fill the Mayflower Event				
Cash Donations		0.00	0.00	0.00
General Donations (Excludes Fill the Mayflower, Amazon Smile & Brevity)		13,000.00	1,377.34	1,377.34
Grants				
BWA Foundation		5,900.00	0.00	0.00
Chrysalis Foundation		7,500.00	7,500.00	7,500.00
Chrysalis Community Partner Emergency Fund		500.00	500.00	500.00
Polk County Community Betterment		5,000.00	0.00	0.00
Prairie Meadows Foundation		15,000.00	0.00	0.00
Principal Financial Group, Inc. Foundation		0.00	0.00	0.00
United Way of Story County		1,000.00	1,000.00	1,000.00
West Des Moines Churches Outreach Group		1,000.00	0.00	0.00
United Way of Central Iowa		0.00	0.00	0.00
A Community Thrives (Gannett)		0.00	0.00	0.00
Other Sources of Revenue				
Services to Outside Agencies Clients		8,000.00	3,145.00	3,145.00
Polk County Family Enrichment Services Clients		3,000.00	430.00	430.00
Sale of FreeStore Clothing		400.00	80.00	80.00
Amazon Smile Foundation		100.00	35.16	35.16
Benevity		0.00	130.00	130.00
Interest on Checking Account		30.00	22.40	22.40
Return on Investments (Stays in CFGDM Account. See page 4)		0.00	0.00	0.00
Miscellaneous		0.00	0.00	0.00
Total - Revenue		\$117,645.00	\$23,279.90	\$23,279.90



FreeStore, Inc.
2018 Budget Report
 As of April 30, 2019

<u>Description</u>	2019	<u>Actual Amounts</u>	
	<u>Budget</u>	<u>Year 2019</u>	<u>Jan 1 - Apr 30</u>
<u>Operating Expenses, Investments and Capital Expenditures</u>			
<u>Operating Expenses for Client Services</u>			
<u>Warehouse Operation and Maintenance</u>			
Operation			
Utilities (Electricity, Gas, Water, Sewer, Storm Drainage)	\$5,000.00	\$2,501.08	\$2,501.08
Telephone	1,200.00	370.06	370.06
Waste Disposal	1,900.00	577.91	577.91
Pest Control (Monthly)	1,100.00	318.00	318.00
Bed Bug Inspections (Quarterly)	580.00	139.50	139.50
Cleaning - Eleventh Street Warehouse (Monthly)	2,700.00	400.00	400.00
Cleaning - Delaware Avenue Warehouse (Odd Numbered Months)	1,200.00	675.00	675.00
Warehouse Operation	1,000.00	300.62	300.62
Miscellaneous	200.00	0.00	0.00
Rent			
Eleventh Street (Mark Clark)(\$1,141.75 per month, plus snow removal share)	14,000.00	4,567.00	4,567.00
Delaware Avenue (Iles & McKinney, Inc.)((\$1,200 per month)	14,400.00	4,800.00	4,800.00
Maintenance	300.00	103.88	103.88
Shop Supplies and Tools	300.00	109.23	109.23
<u>Purchase, Pick Up and Deliver Household Items</u>			
<u>Two FreeStore Trucks - Operation and Maintenance</u>			
Operation			
Fuel	3,190.00	739.18	739.18
Licenses and Fees	100.00	87.00	87.00
Insurance	2,000.00	0.00	0.00
Maintenance	2,800.00	833.79	833.79
Rental Trucks - Rental and Fuel			
Rental	0.00	173.03	173.03
Fuel	0.00	15.21	15.21
Dressers			
Kids (Costs paid by special donations)(included in General Donations)	0.00	0.00	0.00
Tool Kits	0.00	0.00	0.00
Adults	0.00	0.00	0.00
Transportation, Protective Wrapping & Miscellaneous	0.00	0.00	0.00
<u>Purchase Items for Clients</u>			
Bed Frames (90 at \$38)	1,900.00	959.52	959.52
Children's Bunk Beds (Complete) (25 at \$200)	3,000.00	0.00	0.00
Cribs (50 at \$118.00)	5,900.00	0.00	0.00
Bedding (Sheets and Pillows)	500.00	0.00	0.00
Mattresses, Box Springs and Bed Boards	1,500.00	0.00	0.00
Mattress Covers (300 at \$5)	1,500.00	0.00	0.00
Small Microwaves (200 at \$40)	8,000.00	0.00	0.00
Kitchen Items (Crock pots, cutlery, utensils, etc.)	1,000.00	326.45	326.45
Small Kitchen Appliances (Toasters, etc.)	900.00	177.60	177.60
Vacuum Cleaners (70 at \$40)	2,800.00	1,198.80	1,198.80
Clean Start (Cleaning Supplies Baskets) (200 at \$26)	5,200.00	1,433.03	1,433.03
Other Items	500.00	184.88	184.88
<u>Business Insurance</u>			
Property and Casualty	3,400.00	0.00	0.00
Total - Operating Expenses for Client Services	\$88,070.00	\$20,990.77	\$20,990.77



FreeStore, Inc.
2018 Budget Report
 As of April 30, 2019

Description	2019	Actual Amounts	
	Budget	Year 2019	Jan 1 - Apr 30
Operating Expenses, Investments and Capital Expenditures			
Other Operating Expenses			
Fund Raising			
Fill the Mayflower Event	\$700.00	\$0.00	0.00
2019 Summer Newsletter	2,200.00	0.00	0.00
2019 Fall Newsletter	2,200.00	0.00	0.00
Miscellaneous	100.00	0.00	0.00
Office Operation			
Office Supplies	300.00	182.84	182.84
Publications	100.00	0.00	0.00
Bulk Mail Permit Fee	225.00	0.00	0.00
Postage	350.00	180.00	180.00
Printing and Advertising	1,000.00	0.00	0.00
Clerical Support (St. Timothy's Episcopal Church, WDM)	600.00	0.00	0.00
Business Insurance			
Management Liability	900.00	0.00	0.00
Miscellaneous			
Purchase of FreeStore Clothing	400.00	0.00	0.00
Board of Directors' Expense	400.00	90.10	90.10
Refunds	100.00	0.00	0.00
Total - Other Operating Expenses	\$9,575.00	\$452.94	\$452.94
Total - Operating Expenses	\$97,645.00	\$21,443.71	\$21,443.71
Investment Results			
Community Foundation of Greater Des Moines (CFGDM)	\$0.00	\$0.00	\$0.00
Total - Investments	\$0.00	\$0.00	\$0.00
Capital Expenditures			
Replacement Truck	\$20,000.00	\$0.00	\$0.00
Total - Capital Expenditures	\$20,000.00	\$0.00	\$0.00
Total Operating Expenses, Investments and Capital Expenditures	\$117,645.00	\$21,443.71	\$21,443.71
Results for the Year/This Period	\$0.00	\$1,836.19	\$1,836.19
Per Cent of Operating Expenses Used for Client Benefit:	90.19%	97.89%	

Investment and Other Financial Information

As of April 30, 2019

Investments

Certificates of Deposit

None

FreeStore Charitable Fund

Community Foundation of Greater Des Moines (Long-Term Growth Portfolio)

\$218,772.58	Fund Balance - January 1, 2019 (Total FreeStore Investment: \$165,000.00)	
0.00	Plus Contributions (\$10,000 "bonus" included in balances)	
0.00	Plus Earnings Allocated to Fund (credited quarterly)	
-285.59	Less Administrative Fees (charged quarterly)	
0.00	Plus Other Activity	
<u>23,782.91</u>	Plus Change in Investment Value	YTD Change = 10.74%
\$242,269.90	Equals Fund Balance - April 30, 2019	(Includes Fees & Change in Investment Value)
\$10,938.63	Withdrawable ("spendable") Cash - December 31, 2018 :	
	4.52%	

Statistical Information (included in Budget Report)

		<u>Cumulative</u>	<u>2019</u>
Services Provided to Clients of Other Agencies		949 Clients	41 Clients
Services began in July, 2007	Billed	\$5,202.50	\$3,145.00
116 Agencies Served to date	Paid	\$65,237.50	\$3,145.00
	Refunded		\$0.00
Services Provided to Clients of CFI Transitional Housing & Emergency Services Programs			
Services began in January, 2011		35 Clients	0 Clients
	Billed	\$4,900.00	\$0.00
	Paid	\$4,900.00	\$0.00
Services Provided to Clients of Polk County Family Enrichment Center			
Services began in May, 2013		175 Clients	10 Clients
	Billed	\$13,460.00	\$725.00
	Paid	\$13,145.00	\$430.00
FreeStore Clothing Sales (Cumulative Account Balance and Current Year Sales		(\$4,265.50)	\$80.00

		<u>2018</u>	<u>2019</u>
Grant Funds Received In:		\$34,971.14	\$9,000.00
General Donations Received In: (Inc. Amazon Smile; exc. Memorial & "In Honor of")		\$16,588.65	\$1,377.34
Number of Donations Received In:		99	13
Birdies for Charity (Sammons bonus: 2018: 10% / 100% of donations; 2019: 10% / 100%?)		\$11,365.74	\$0.00
(Transfer to Birdies made in June & July; funds received back, including bonus, in August)		Excludes COG ^^	Excludes COG ^^

Statistical Information (Included in Budget Report) (continued)

	<u>2018</u>	<u>2019</u>
Fill the Mayflower		
Cash Donations Received In:	\$0.00	\$0.00
Number of Cash Donations Received In:	0	0
Summer Newsletters (excludes Birdies for Charity, Memorial & "In Honor of" donations)		
Donations Received In:	\$6,975.00	\$0.00
Number of Donations Received In:	42	0
Memorial and "In Honor of" Donations		
Donations Received In:	\$335.00	\$500.00
Number of Donations Received In:	7	0
Miscellaneous Revenue (Gift cards, Benevity & Amazon Smile Foundation)	\$175.94	\$165.16
Fall Newsletters (excludes memorial and "In Honor of" donations)		
2017	<u>2018</u>	
Donations Received In:	\$2,620.00	
Number of Donations Received In:	21	
2018		<u>2019</u>
Donations Received In:	\$12,722.00	\$8,560.00
Number of Donations Received In:	132	23
2019		
Donations Received In:		\$0.00
Number of Donations Received In:		0
Interest on Checking Account:	\$33.58	\$22.40
	<u>2018</u>	<u>2019</u>
Totals of all Donations	\$50,606.39	\$10,437.34

Revenue Sources			
Sources	<u>2018 (Full Year)</u>	<u>2019 (Jan - Apr)</u>	
	Amounts	Per Cent	Amounts
Donations (except Birdies for Charity)	\$39,240.65	44.83	\$10,437.34
Grant Funds	34,971.14	38.66	9,000.00
Birdies for Charity	11,365.74	0.00	0.00
Services to Clients of Other Agencies	10,677.50	13.51	3,145.00
Polk County Family Enrichment Center	2,935.00	1.85	430.00
Miscellaneous Revenue	175.94	0.71	165.16
Sale of FreeStore Clothing	570.00	0.34	80.00
Interest on Checking Account	33.58	0.10	22.40
Cash on Hand	2,501.04	0.00	0.00
Totals	\$102,470.59	100.00	\$23,279.90

Operating Expense Funds Used for Client Benefit:	2018: 89.05%	2019: 97.89%
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Check Register

As of April 30, 2019

MetaBank

<u>Check</u>	<u>Date Written</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2593	January 9, 2019	Genaro Mata	Warehouse Operating Supplies	\$21.02
2594	January 9, 2019	Springer Professional Home Services	Pest Control - December, 2018	79.50
2595	January 9, 2019	BankCard Center	Operating Supplies	1,006.66
2596	January 14, 2019	Larry Anderson (Reimb.)	30 Vacuum Cleaners	1,195.80
2597	January 16, 2019	Aspen Waste Systems, Inc.	Waste Disposal Services - January	144.92
2598	January 16, 2019	Webster Electric, Inc.	Repair Warehouse Lighting	103.88
2599	January 16, 2019	WEX Bank	Truck Fuel	225.03
2600	January 21, 2019	Vonnie Salem (Reimb.)	Thank You Note Postage	50.00
2601	January 29, 2019	Mark Clark	Eleventh Street Warehouse Rent - February	1,141.75
2602	January 29, 2019	Iles & McKinney, Inc.	Delaware Avenue Warehouse Rent - February	1,200.00
2603	January 29, 2019	Genaro Mata	Clean Both Warehouses - January	425.00
2604	January 31, 2019	CenturyLink	Telephone Service	92.54
2605	January 31, 2019	MidAmerican Energy Co.	Eleventh Street Warehouse Electricity and Gas	550.37
2606	January 31, 2019	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	97.92
2607	February 8, 2019	BankCard Center	Operating Supplies	1,721.75
2608	February 14, 2019	Springer Professional Home Services	Pest Control - January	79.50
2609	February 14, 2019	Aspen Waste Systems, Inc.	Waste Disposal Services - February	143.77
2610	February 14, 2019	Cindy Mata (Reimb.)	Office Supplies	58.08
2611	February 18, 2019	WEX Bank	Truck Fuel (Check lost in mail)	0.00
2612	February 25, 2019	CenturyLink	Telephone Service	92.54
2613	February 25, 2019	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	97.92
2614	February 25, 2019	MidAmerican Energy Co.	Eleventh Street Warehouse Electricity and Gas	726.43
2615	February 28, 2019	Mark Clark	Eleventh Street Warehouse Rent - March	1,141.75
2616	February 28, 2019	Iles & McKinney, Inc.	Delaware Avenue Warehouse Rent - March	1,200.00
2617	February 28, 2019	Genaro Mata	Eleventh Street Warehouse Cleaning - February	225.00
2618	March 5, 2019	Springer Professional Home Services	Pest Control - February	79.50
2619	March 7, 2019	BankCard Center	Operating Supplies	778.33
2620	March 7, 2019	Treasurer - Polk County, Iowa	Truck License Tags	87.00
2621	March 7, 2019	Aspen Waste Systems, Inc.	Waste Disposal Services - March (Check lost in mail)	0.00
2622	March 14, 2019	Springer Professional Home Services	Quarterly Bed Bug Check	139.50
2623	March 18, 2019	WEX Bank	Truck Fuel (February and March billings)	366.02
2624	March 25, 2019	CenturyLink	Telephone Service	92.54
2625	March 25, 2019	MidAmerican Energy Co.	Eleventh Street Warehouse Electricity and Gas	578.09
2626	March 25, 2019	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	97.92
2627	March 25, 2019	Mark Clark	Eleventh Street Warehouse Rent - April	1,141.75
2628	March 25, 2019	Iles & McKinney, Inc.	Delaware Avenue Warehouse Rent - April	1,200.00
2629	March 25, 2019	Genaro Mata	Clean Both Warehouses - March	425.00
2630	April 8, 2019	Marty Rathje (Reimb.)	Truck Rental and Gas	95.93
2631	April 8, 2019	BankCard Center	Operating Supplies	598.82
2632	April 8, 2019	Aspen Waste Systems, Inc.	Waste Disposal Services (March and April billings)	289.22
2633	April 11, 2019	Cheryl Christie (Reimb.)	Pots and Pans	144.12
2634	April 11, 2019	Springer Professional Home Services	Pest Control - March	79.50
2635	April 23, 2019	Mike Smith (Reimb.)	Truck Repair, Rental and Gas	401.49
2636	April 23, 2019	Des Moines Water Works	Water, Sanitary Sewer, Storm Sewer Service	107.42
2637	April 23, 2019	Mark Clark	Eleventh Street Warehouse Rent - May	1,141.75
2638	April 23, 2019	Iles & McKinney, Inc.	Delaware Avenue Warehouse Rent - May	1,200.00
2639	April 26, 2019	MidAmerican Energy Co.	Eleventh Street Warehouse Electricity and Gas	245.01
2640	April 26, 2019	CenturyLink	Telephone Service	92.44
2641	April 26, 2019	Marty Rathje (Reimb.)	Award Production	90.10
2642	April 30, 2019	WEX Bank	Truck Fuel	148.13

Total Checks Written (January 1 - April 30, 2019)

\$21,443.71

Comparison of Checking and Investment Account Balances

<u>As of 12/31/2018</u>		<u>As of April 30, 2019</u>
	<u>Location of Funds:</u>	
\$60,890.50	MetaBank Checking Account (Checkbook Balance Reconciled to Bank)	\$66,133.16
218,772.58	Community Foundation of Greater Des Moines (FreeStore Charitable Fund)	242,269.90
<u>0.00</u>	FreeStore Funds Transferred to Birdies for Charity	<u>0.00</u>
\$279,663.08		\$308,403.06
Difference, December 31, 2018 - April 30, 2019: \$28,739.98	The principal amount of funds held in the Community Foundation of Greater Des Moines is subject to market fluctuations. The original contribution of \$100,000 was made by The FreeStore on December 11, 2012. Additional contributions of \$50,000 on May 7, 2013 and \$15,000 on November 7, 2017 have also been made by The FreeStore. The Foundation added a \$10,000 "bonus" in August, 2013, on which The FreeStore receives investment income. The \$10,000 bonus cannot be withdrawn by The FreeStore.	

FreeStore Memorial Fund

Fund Balance on April 30, 2019: \$9,895.01

(Memorial and "In Honor of" donations totaling \$500.00 have been received during 2019)

2019 Dressers for Kids Project As of April 30, 2019

<u>Total</u> <u>Donations Received</u>	<u>Dressers Paid For</u>	<u>Dressers Purchased by FreeStore</u>	<u>Costs</u>
\$780.00	13	40 at \$59.99 each =	\$2,399.60
	at \$60.00 each	10 tool kits at \$9.90 each	99.90
		Delivery	79.00
		6% Sales tax (to be refunded)	<u>149.97</u>
		Total	\$2,728.47