



## **Board Meeting Minutes**

**August 12, 2019**

**Call to order:** The meeting was called to order at 5pm at St. Timothy's Episcopal Church, 1020 24<sup>th</sup> St. West Des Moines

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

### **Consent items:**

- a. May 13, 2019 meeting minutes were approved as corrected for misspelling error.
- b. July 31, 2019 Financial Report was circulated in advance. During the last three months, we raised \$22,250.34, including more than \$8,500 received from the 2019 Summer Newsletter, \$4,510 in grants and \$2,495 from services provided to non-domestic violence clients. Client expense for utilities dropped as expected in the summer months. However, June is when our insurance policies renew and this year's premiums total \$6,497.00. The premium for the insurance on the trucks went up approximately 9%, largely due to the industry's experience with claims resulting from distracted drivers. Other Operating Expenses during these three months have been very low, except for printing and mailing the current newsletter, a predictable expense. The purchases of warehouse carts and shop equipment are shown as capital equipment.
- c. Board manual updates were distributed for the calendar, board/committee assignments, board terms, worker contact list, November 2018 board minutes, and the 2018 Year End Review.

### **Reports:**

- a. **Executive Committee:**

#### **Lease and warehouse update**

Larry had a constructive meeting with Mark Clark. The Jiu Jitsu Academy is leased through 2025 and it is unlikely they will move.

Mark would like to get some renewal dates firm with us and suggested

6/1/2021 thru 2/28/2025. He might consider farther out and we should discuss this with him.

Warehouse parking lot

Larry and Mark discussed repairing the parking lot. Mark will get some quotes. The lease says Mark is 100% responsible for repairs but we should consider an offer to help fix the parking lot.

Birdies for Charity update

The 2019 Birdies collection was smaller for us than 2018. But this is a good program for us to continue.

Royal View manor – mattress delivery and volunteers

Marty reported we gave Royal View Manor 5 mattress sets to help get people off the floor. He also met with the RVM director and they both concluded RVM residents may not be good volunteers for us.

b. Community Relations/Grants Committee

Jeanie reported that Prairie Meadows rejected our grant request to fully fund a new truck.

Sammons awarded us \$15000 on August 6 for Dressers for Kids and for other needs as appropriate.

Polk County has not responded, Chrysalis grant request is due in Sept, and we will make a grant request to the Des Moines Rotary Club.

c. Marketing/Reporting:

Newsletter update and timing.

Diane reported the fall newsletter is on target for a mid-November mailing. Marty will be reviewing the mailing list. We will continue to use the tear off section for donations. An electronic newsletter will be sent through Mail Chimp in November.

Feedback from Volunteer recognition and annual meeting

We will continue to plan volunteer recognition during the Annual Meeting.

d. Technology Committee:

Hire web site development

Pat McDermott is searching for a cost effective supplier to design our web site.

**Decision Items:**

a. Finalize mission statement – approved as attached

b. Strategic plan– see attached

The board accepts the top 4 priorities as noted in the plan

We will remove the warehouse plan item to review our lease and improve our parking lot

- c. General discussion to review our relation with Royal View Manor, providing transportation for clients, and client agencies use of our trucks. Terry Swanson sent a description on how we might provide support to all the various agencies – see attached

We accepted the outline for providing transportation to clients with the emphasis on no client in FreeStore trucks – see attached outline

We also accepted Terry's tier 1 client recommendation for our trucks and drivers to support CIAC and LUNA Marshalltown.

We also agreed to a trial period for IHYC drivers to use FreeStore trucks for their deliveries. IHYC drivers will be registered with our insurance carrier

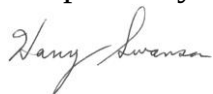
**Discussion Items:**

- a. Calendar of events New calendar distributed through 2020.
- b. Truck Replacement We will continue to explore ways to replace our 2004 Penske
- c. Volunteer hours Stress recording all volunteer hours. We all do things outside the warehouse and don't log our time.
- d. Sammons Grant We will buy 100 IKEA dresser kits with the Sammons grant money. The remaining money is to use at our discretion.
- e. Eliminate warehouse office We agreed with Judy to use the current office area to store baby cribs.

**Adjourn:**

**Next meeting:** November 11, 2019

Respectfully submitted,



Harry Swanson, Board Secretary

**Attach:** July 2019 Financial Report, Warehouse lease discussion, Birdies for Charity Summary, Strategic Plan Mission statement, Provide support and trucks for non DV clients



# **Financial Report**

**As of July 31, 2019**



**FreeStore, Inc.**  
**2019 Budget Report**  
 As of July 31, 2019

|  |                                                                          | 2019         | Actual Amounts |                |
|--|--------------------------------------------------------------------------|--------------|----------------|----------------|
|  | Description                                                              | Budget       | Year 2019      | May 1 - Jul 31 |
|  | Revenue                                                                  |              |                |                |
|  | Use of Cash on Hand                                                      | \$25,715.00  | \$7,443.57     | \$7,443.57     |
|  | Fund Raising Activities                                                  |              |                |                |
|  | 2018 Fall Newsletter                                                     | 3,000.00     | 8,560.00       | 0.00           |
|  | 2019 Summer Newsletter                                                   | 7,000.00     | 8,527.00       | 8,527.00       |
|  | 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         | 0.00           |
|  | Fill the Mayflower Event                                                 |              |                |                |
|  | Cash Donations                                                           | 0.00         | 0.00           | 0.00           |
|  | General Donations (Excludes Fill the Mayflower, Amazon Smile & Benevity) | 13,000.00    | 6,932.17       | 5,554.83       |
|  | (In 2019, this includes donations for Dressers for Kids)                 |              |                |                |
|  | Grants                                                                   |              |                |                |
|  | BWA Foundation                                                           | 5,900.00     | 3,510.00       | 3,510.00       |
|  | Chrysalis Foundation                                                     | 7,500.00     | 7,500.00       | 0.00           |
|  | Chrysalis Community Partner Emergency Fund                               | 500.00       | 500.00         | 0.00           |
|  | 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       | 0.00           |
|  | West Des Moines Churches Outreach Group                                  | 1,000.00     | 1,000.00       | 1,000.00       |
|  | 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     | 5,640.00       | 2,495.00       |
|  | Polk County Family Enrichment Services Clients                           | 3,000.00     | 1,130.00       | 700.00         |
|  | Sale of FreeStore Clothing                                               | 400.00       | 90.00          | 10.00          |
|  | Amazon Smile Foundation                                                  | 100.00       | 47.55          | 12.39          |
|  | Benevity                                                                 | 0.00         | 380.00         | 250.00         |
|  | Interest on Checking Account                                             | 30.00        | 63.55          | 41.15          |
|  | Return on Investments (Stays in CFGDM Account. See page 4)               | 0.00         | 0.00           | 0.00           |
|  | Miscellaneous                                                            | 0.00         | 149.97         | 149.97         |
|  | Total - Revenue                                                          | \$117,645.00 | \$52,973.81    | \$29,693.91    |



**FreeStore, Inc.**  
**2019 Budget Report**  
 As of July 31, 2019

| Description                                                                 | 2019               | Actual Amounts     |                    |
|-----------------------------------------------------------------------------|--------------------|--------------------|--------------------|
|                                                                             | Budget             | Year 2019          | May 1 - Jul 31     |
| <b><u>Operating Expenses, Investments and Capital Expenditures</u></b>      |                    |                    |                    |
| <b><u>Operating Expenses for Client Services</u></b>                        |                    |                    |                    |
| <b><u>Warehouse Operation and Maintenance</u></b>                           |                    |                    |                    |
| Operation                                                                   |                    |                    |                    |
| Utilities (Electricity, Gas, Water, Sewer, Storm Drainage)                  | \$5,000.00         | \$3,254.54         | \$753.46           |
| Telephone                                                                   | 1,200.00           | 650.76             | 280.70             |
| Waste Disposal                                                              | 1,900.00           | 1,114.29           | 536.38             |
| Pest Control (Monthly)                                                      | 1,100.00           | 556.50             | 238.50             |
| Bed Bug Inspections (Quarterly and Osceola Bedding)                         | 580.00             | 650.00             | 510.50             |
| Cleaning - Eleventh Street Warehouse (Monthly)                              | 2,700.00           | 1,300.00           | 900.00             |
| Cleaning - Delaware Avenue Warehouse (Odd Numbered Months)                  | 1,200.00           | 1,075.00           | 400.00             |
| Warehouse Operation                                                         | 1,000.00           | 478.15             | 177.53             |
| Miscellaneous                                                               | 200.00             | 28.90              | 28.90              |
| Rent                                                                        |                    |                    |                    |
| Eleventh Street (Mark Clark)(\$1,141.25 per month, plus snow removal share) | 14,000.00          | 7,991.75           | 3,424.75           |
| Delaware Avenue (Iles & McKinney, Inc.)(\$1,200 per month, most months)     | 14,400.00          | 8,400.00           | 3,600.00           |
| Maintenance                                                                 | 300.00             | 103.88             | 0.00               |
| Shop Supplies and Tools                                                     | 300.00             | 123.00             | 13.77              |
| <b><u>Purchase, Pick Up and Deliver Household Items</u></b>                 |                    |                    |                    |
| <b><u>Two FreeStore Trucks - Operation and Maintenance</u></b>              |                    |                    |                    |
| Operation                                                                   |                    |                    |                    |
| Fuel                                                                        | 3,190.00           | 1,595.11           | 855.93             |
| Licenses and Fees                                                           | 100.00             | 87.00              | 0.00               |
| Insurance                                                                   | 2,000.00           | 2,245.00           | 2,245.00           |
| Maintenance                                                                 | 2,800.00           | 984.16             | 150.37             |
| Rental Trucks - Rental and Fuel                                             |                    |                    |                    |
| Rental                                                                      | 0.00               | 467.24             | 294.21             |
| Fuel                                                                        | 0.00               | 94.43              | 79.22              |
| Dressers                                                                    |                    |                    |                    |
| Kids (Costs paid by special donations)(included in General Donations)       | 0.00               | 2,622.58           | 2,622.58           |
| Tool Kits                                                                   | 0.00               | 105.89             | 105.89             |
| Adults                                                                      | 0.00               | 0.00               | 0.00               |
| Transportation, Protective Wrapping & Miscellaneous                         | 0.00               | 0.00               | 0.00               |
| <b><u>Purchase Items for Clients</u></b>                                    |                    |                    |                    |
| Bed Frames (90 at \$38)                                                     | 1,900.00           | 959.52             | 0.00               |
| 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           | 436.27             | 109.82             |
| Small Kitchen Appliances (Toasters, etc.)                                   | 900.00             | 813.94             | 636.34             |
| Vacuum Cleaners (70 at \$40)                                                | 2,800.00           | 2,592.56           | 1,393.76           |
| Clean Start (Cleaning Supplies Baskets) (200 at \$26)                       | 5,200.00           | 2,446.67           | 1,013.64           |
| Other Items                                                                 | 500.00             | 360.64             | 175.76             |
| <b><u>Business Insurance</u></b>                                            |                    |                    |                    |
| Property and Casualty                                                       | 3,400.00           | 3,352.00           | 3,352.00           |
| <b>Total - Operating Expenses for Client Services</b>                       | <b>\$88,070.00</b> | <b>\$44,889.78</b> | <b>\$23,899.01</b> |



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**2019 Budget Report**  
 As of July 31, 2019

| Description                                                    | 2019         | Actual Amounts |                |
|----------------------------------------------------------------|--------------|----------------|----------------|
|                                                                | Budget       | Year 2019      | May 1 - Jul 31 |
| Operating Expenses, Investments and Capital Expenditures       |              |                |                |
| Other Operating Expenses                                       |              |                |                |
| Fund Raising                                                   |              |                |                |
| Fill the Mayflower Event                                       | \$700.00     | \$823.61       | 823.61         |
| 2019 Summer Newsletter                                         | 2,200.00     | 2,539.18       | 2,539.18       |
| 2019 Fall Newsletter                                           | 2,200.00     | 0.00           | 0.00           |
| Miscellaneous                                                  | 100.00       | 0.00           | 0.00           |
| Office Operation                                               |              |                |                |
| Office Supplies                                                | 300.00       | 663.09         | 480.25         |
| Publications                                                   | 100.00       | 0.00           | 0.00           |
| Bulk Mail Permit Fee                                           | 225.00       | 0.00           | 0.00           |
| Postage                                                        | 350.00       | 295.00         | 115.00         |
| Printing and Advertising                                       | 1,000.00     | 90.02          | 90.02          |
| Clerical Support (St. Timothy's Episcopal Church, WDM)         | 600.00       | 0.00           | 0.00           |
| Business Insurance                                             |              |                |                |
| Management Liability                                           | 900.00       | 900.00         | 900.00         |
| Miscellaneous                                                  |              |                |                |
| Purchase of FreeStore Clothing                                 | 400.00       | 0.00           | 0.00           |
| Board of Directors' Expense                                    | 400.00       | 415.71         | 325.61         |
| Refunds                                                        | 100.00       | 3.11           | 3.11           |
| Total - Other Operating Expenses                               | \$9,575.00   | \$5,729.72     | \$5,276.78     |
| Total - Operating Expenses                                     | \$97,645.00  | \$50,619.50    | \$29,175.79    |
| 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                                           |              |                |                |
| Two Warehouse Utility Carts                                    | \$0.00       | \$335.58       | \$335.58       |
| Shop Equipment                                                 | 0.00         | 182.54         | 182.54         |
| Replacement Truck                                              | \$20,000.00  | 0.00           | 0.00           |
| Total - Capital Expenditures                                   | \$20,000.00  | \$518.12       | \$518.12       |
| Total Operating Expenses, Investments and Capital Expenditures | \$117,645.00 | \$51,137.62    | \$29,693.91    |
| Results for the Year/This Period                               | \$0.00       | \$1,836.19     | \$0.00         |
| Per Cent of Operating Expenses Used for Client Benefit:        | 90.19%       | 88.68%         |                |

## Investment and Other Financial Information

As of July 31, 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)                       |                                              |
| -585.22          | Less Administrative Fees                          | (charged quarterly)                        |                                              |
| 0.00             | Plus Other Activity                               |                                            |                                              |
| <u>27,005.43</u> | Plus Change in Investment Value                   |                                            | YTD Change = 12.08%                          |
| \$245,192.79     | Equals Fund Balance - July 31, 2019               |                                            | (Includes Fees & Change in Investment Value) |
| \$10,938.63      | Withdrawable ("spendable") Cash - July 31, 2019 : |                                            |                                              |
|                  |                                                   | 4.46%                                      |                                              |

### Statistical Information (included in Budget Report)

|                                                                                                   |          | <u>Cumulative</u> | <u>2019</u> |
|---------------------------------------------------------------------------------------------------|----------|-------------------|-------------|
|                                                                                                   |          | 986 Clients       | 78 Clients  |
| Services began in July, 2007                                                                      | Billed   | \$67,697.50       | \$5,640.00  |
| 117 Agencies Served to date                                                                       | Paid     | \$67,672.50       | \$5,640.00  |
|                                                                                                   | Refunded |                   | \$0.00      |
| <b>Services Provided to Clients of CFI Transitional Housing &amp; Emergency Services Programs</b> |          |                   |             |
| Services began in January, 2011                                                                   |          | 35 Clients        | 0 Clients   |
|                                                                                                   | Billed   | \$4,900.00        | \$0.00      |
|                                                                                                   | Paid     | \$4,900.00        | \$0.00      |
| <b>Services Provided to Clients of Polk County Family Enrichment Center</b>                       |          |                   |             |
| Services began in May, 2013                                                                       |          | 184 Clients       | 17 Clients  |
|                                                                                                   | Billed   | \$14,075.00       | \$1,130.00  |
|                                                                                                   | Paid     | \$13,865.00       | \$1,130.00  |
| <b>FreeStore Clothing Sales</b> (Cumulative Account Balance and Current Year Sales                |          | (\$4,255.50)      | \$90.00     |

|                                                                                             |  | <u>2018</u>     | <u>2019</u>     |
|---------------------------------------------------------------------------------------------|--|-----------------|-----------------|
| <b>Grant Funds Received In:</b>                                                             |  | \$34,971.14     | \$13,510.00     |
| <b>General Donations Received In:</b> (Excludes Memorial & "In Honor of")                   |  | \$16,588.65     | \$6,802.17      |
| Number of Donations Received In:                                                            |  | 99              | 36              |
| <b>Birdies for Charity</b> (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)**

|                                                                                              | <b><u>2018</u></b> | <b><u>2019</u></b> |
|----------------------------------------------------------------------------------------------|--------------------|--------------------|
| <b>Fill the Mayflower</b>                                                                    |                    |                    |
| Cash Donations Received In:                                                                  | \$0.00             | \$0.00             |
| Number of Cash Donations Received In:                                                        | 0                  | 0                  |
| <b>Summer Newsletters</b> (excludes Birdies for Charity, Memorial & "In Honor of" donations) |                    |                    |
| Donations Received In:                                                                       | \$6,975.00         | \$8,527.00         |
| Number of Donations Received In:                                                             | 42                 | 52                 |
| <b>Memorial and "In Honor of" Donations</b>                                                  |                    |                    |
| Donations Received In:                                                                       | \$335.00           | \$760.00           |
| Number of Donations Received In:                                                             | 7                  | 7                  |
| <hr/>                                                                                        |                    |                    |
| <b>Miscellaneous Revenue</b> (Gift cards, Benevity & Amazon Smile Foundation)                | \$175.94           | \$447.52           |
| <b>Fall Newsletters</b> (excludes memorial and "In Honor of" donations)                      |                    |                    |
| <b>2017</b>                                                                                  | <b><u>2018</u></b> |                    |
| Donations Received In:                                                                       | \$2,620.00         |                    |
| Number of Donations Received In:                                                             | 21                 |                    |
| <b>2018</b>                                                                                  |                    | <b><u>2019</u></b> |
| Donations Received In:                                                                       | \$12,722.00        | \$8,560.00         |
| Number of Donations Received In:                                                             | 132                | 55                 |
| <b>2019</b>                                                                                  |                    |                    |
| Donations Received In:                                                                       |                    | \$0.00             |
| Number of Donations Received In:                                                             |                    | 0                  |
| <b>Interest on Checking Account:</b>                                                         | \$33.58            | \$63.55            |
|                                                                                              | <b><u>2018</u></b> | <b><u>2019</u></b> |
| <b>Totals of all Donations</b>                                                               | \$50,606.39        | \$24,649.17        |

| <b>Revenue Sources</b>                 |                                |                                     |                    |
|----------------------------------------|--------------------------------|-------------------------------------|--------------------|
| <b>Sources</b>                         | <b><u>2018 (Full Year)</u></b> | <b><u>2019 (January - July)</u></b> |                    |
|                                        | <b>Amounts</b>                 | <b>Per Cent</b>                     | <b>Amounts</b>     |
| Donations (except Birdies for Charity) | \$39,240.65                    | 46.53                               | \$24,649.17        |
| Grant Funds                            | 34,971.14                      | 25.50                               | 13,510.00          |
| Birdies for Charity                    | 11,365.74                      | 0.00                                | 0.00               |
| Services to Clients of Other Agencies  | 10,677.50                      | 10.65                               | 5,640.00           |
| Polk County Family Enrichment Center   | 2,935.00                       | 2.13                                | 1,130.00           |
| Miscellaneous Revenue                  | 175.94                         | 0.84                                | 447.52             |
| Sale of FreeStore Clothing             | 570.00                         | 0.17                                | 90.00              |
| Interest on Checking Account           | 33.58                          | 0.12                                | 63.55              |
| Cash on Hand                           | 2,501.04                       | 14.05                               | 7,443.57           |
| <b>Totals</b>                          | <b>\$102,470.59</b>            | <b>100.00</b>                       | <b>\$52,973.81</b> |

|                                                         |                     |               |
|---------------------------------------------------------|---------------------|---------------|
| <b>Operating Expense Funds Used for Client Benefit:</b> | <b>2018: 89.05%</b> | <b>88.68%</b> |
|---------------------------------------------------------|---------------------|---------------|

# Check Register

As of July 31, 2019

MetaBank

| Check                                             | Date Written      | Payee                               | Description                                           | Amount      |
|---------------------------------------------------|-------------------|-------------------------------------|-------------------------------------------------------|-------------|
| 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                                    | 1,006.86    |
| 2596                                              | January 14, 2019  | Larry Anderson (Reimb.)             | 30 Vacuum Cleaners                                    | 1,198.80    |
| 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 |
| 2643                                              | May 2, 2019       | U S Postal Service                  | Renew Postage Due Account                             | \$80.00     |
| 2644                                              | May 2, 2019       | Martin Rathje. (Reimb.)             | Board Planning Meeting Expense                        | 209.41      |
| 2645                                              | May 2, 2019       | Bob Culbertson (Reimb.)             | Landfill Fee                                          | 28.00       |
| 2646                                              | May 13, 2019      | Genaro Mata                         | Clean 11th Street Warehouse (April) and Truck Repairs | 240.00      |
| 2647                                              | May 13, 2019      | Martin Rathje. (Reimb.)             | IKEA Dressers Purchase, Truck Rental, Gas, Truck Part | 3,030.71    |
| 2648                                              | May 13, 2019      | BankCard Center                     | Operating Supplies                                    | 535.12      |
| 2649                                              | May 13, 2019      | Christian Printers, Inc.            | Print Advertising for Fill the Mayflower              | 599.96      |
| 2650                                              | May 13, 2019      | Aspen Waste Systems, Inc.           | Waste Disposal Services - May Billing                 | 145.04      |
| 2651                                              | May 14, 2019      | Martin Rathje (Reimb.)              | Truck Rental                                          | 144.32      |
| 2652                                              | May 14, 2019      | Uline                               | Two Warehouse Utility Carts                           | 335.58      |

# Check Register

As of July 31, 2019

MetaBank

| <u>Check</u>                                     | <u>Date Written</u> | <u>Payee</u>                        | <u>Description</u>                                          | <u>Amount</u> |
|--------------------------------------------------|---------------------|-------------------------------------|-------------------------------------------------------------|---------------|
| 2653                                             | May 20, 2019        | WEX Bank                            | Truck Fuel                                                  | \$236.66      |
| 2654                                             | May 20, 2019        | MacDonald Letter Service            | Print and Mail Spring Newsletter (2,995 copies)             | 2,439.18      |
| 2655                                             | May 20, 2019        | Springer Professional Home Services | Bed Bug Inspection - Osceola Motel Mattresses               | 350.00        |
| 2656                                             | May 28, 2019        | MidAmerican Energy Co.              | Eleventh Street Warehouse Electricity and Gas               | 154.19        |
| 2657                                             | May 28, 2019        | CenturyLink                         | Telephone Service                                           | 92.44         |
| 2658                                             | May 28, 2019        | Des Moines Water Works              | Water, Sanitary Sewer, Storm Sewer Service                  | 97.92         |
| 2659                                             | May 28, 2019        | Mark Clark                          | Eleventh Street Warehouse Rent - June                       | 1,141.75      |
| 2660                                             | May 28, 2019        | Iles & McKinney, Inc.               | Delaware Avenue Warehouse Rent - June                       | 1,200.00      |
| 2661                                             |                     | Void                                |                                                             | 0.00          |
| 2662                                             | June 3, 2019        | Genaro Mata                         | Clean Both Warehouses - May                                 | 440.00        |
| 2663                                             | June 13, 2019       | Springer Professional Home Services | Sales Tax (Chk 2657), Apr & May Pests, June Bed Bug Inspect | 319.50        |
| 2664                                             | June 13, 2019       | Aspen Waste Systems, Inc.           | Waste Disposal Services - June Billing                      | 146.14        |
| 2665                                             | June 13, 2019       | BankCard Center                     | Operating Supplies                                          | 2,581.39      |
| 2666                                             | June 24, 2019       | Vonnie Salem (Reimb.)               | Thank You Note Postage                                      | 55.00         |
| 2667                                             | June 24, 2019       | Angela Griner                       | Newsletter Production Assistance                            | 100.00        |
| 2668                                             | June 24, 2019       | WEX Bank                            | Truck Fuel                                                  | 371.77        |
| 2669                                             | June 24, 2019       | CenturyLink                         | Telephone Service                                           | 92.44         |
| 2670                                             | June 25, 2019       | Judy Bloom (Reimb.)                 | Ten Toasters and a 24 pack of Bottled Water                 | 115.45        |
| 2671                                             | June 25, 2019       | Des Moines Water Works              | Water, Sanitary Sewer, Storm Sewer Service                  | 107.42        |
| 2672                                             | June 25, 2019       | MidAmerican Energy Co.              | Eleventh Street Warehouse Electricity and Gas               | 151.09        |
| 2673                                             | June 25, 2019       | Jester Insurance Services           | All Insurance - Mid-June 2019 to Mid-June 2020              | 6,497.00      |
| 2674                                             | June 25, 2019       | Mark Clark                          | Eleventh Street Warehouse Rent - July                       | 1,141.75      |
| 2675                                             | June 25, 2019       | Iles & McKinney, Inc.               | Delaware Avenue Warehouse Rent - July                       | 1,200.00      |
| BC                                               | July 2, 2019        | Bank Charges                        | New Checks                                                  | 29.75         |
| 2676                                             | July 5, 2019        | Genaro Mata                         | Eleventh Street Warehouse Cleaning - June                   | 225.00        |
| 2677                                             | July 5, 2019        | MacDonald Letter Service            | 500 Thank You Notes and 500 Envelopes                       | 450.50        |
| 2678                                             | July 9, 2019        | Springer Professional Home Services | Pest Control - June                                         | 79.50         |
| 2679                                             | July 9, 2019        | Aspen Waste Systems, Inc.           | Waste Disposal Services - July Billing                      | 147.10        |
| 2680                                             | July 22, 2019       | BankCard Center                     | Operating Supplies                                          | 1,050.32      |
| 2681                                             | July 22, 2019       | WEX Bank                            | Truck Fuel                                                  | 247.50        |
| 2682                                             | July 23, 2019       | CenturyLink                         | Telephone Service                                           | 95.82         |
| 2683                                             | July 23, 2019       | MidAmerican Energy Co.              | Eleventh Street Warehouse Electricity and Gas               | 144.06        |
| 2684                                             |                     | Void                                |                                                             |               |
| 2685                                             | July 29, 2019       | Principal Charity Classic           | Transfer to Birdies for Charity - 2019 Spring Newsletter    | 8,487.00      |
| 2686                                             |                     | Void                                |                                                             |               |
| 2687                                             | July 29, 2019       | Principal Charity Classic           | Transfer to Birdies for Charity - 2018 Summer Newsletter    | 100.00        |
| 2688                                             | July 29, 2019       | Principal Charity Classic           | Transfer to Birdies for Charity - 2018 Fall Newsletter      | 21,782.00     |
| 2689                                             | July 29, 2019       | Principal Charity Classic           | Transfer to Birdies for Charity - WDM COG                   | 1,000.00      |
| 2690                                             | July 29, 2019       | Principal Charity Classic           | Transfer to Birdies for Charity - 2018 General Donations    | 7,128.28      |
| 2691                                             | July 29, 2019       | Principal Charity Classic           | Transfer to Birdies for Charity - 2019 General Donations    | 7,241.76      |
| 2692                                             | July 29, 2019       | Des Moines Water Works              | Water, Sanitary Sewer, Storm Sewer Service                  | 98.78         |
| 2693                                             | July 29, 2019       | Mark Clark                          | Eleventh Street Warehouse Cleaning - August                 | 1,141.25      |
| 2694                                             | July 29, 2019       | Iles & McKinney, Inc.               | Delaware Avenue Warehouse Rent - August                     | 1,200.00      |
| 2695                                             | July 31, 2019       | Genaro Mata                         | Clean Both Warehouses - July                                | 425.00        |
| Total Checks Written (May 1 - July 31, 2019)     |                     |                                     |                                                             | \$75,432.85   |
| Less Total Transferred to Birdies for Charity    |                     |                                     |                                                             | 45,739.04     |
| Total Expense (May 1 - July 31, 2019)            |                     |                                     |                                                             | \$29,693.81   |
| Total Checks Written (January 1 - July 31, 2019) |                     |                                     |                                                             | \$96,876.56   |
| Less Total Transferred to Birdies for Charity    |                     |                                     |                                                             | 45,739.04     |
| Total Expense (January 1 - July 31, 2019)        |                     |                                     |                                                             | \$51,137.52   |

### Comparison of Checking and Investment Account Balances

As of 4/30/2019

As of July 31, 2019

|              |                                                                        |                  |
|--------------|------------------------------------------------------------------------|------------------|
|              | <u>Location of Funds:</u>                                              |                  |
| \$62,726.69  | MetaBank Checking Account (Checkbook Balance Reconciled to Bank)       | \$9,544.18       |
| 241,969.23   | Community Foundation of Greater Des Moines (FreeStore Charitable Fund) | 245,192.79       |
| <u>0.00</u>  | FreeStore Funds Transferred to Birdies for Charity                     | <u>45,739.04</u> |
| \$304,695.92 |                                                                        | \$300,476.01     |

Difference,  
May 1, 2019 -  
July 31, 2019:  
\$ (4,219.91)

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 July 31, 2019:      \$10,155.01

(Memorial and "In Honor of" donations totaling \$760.00 have been received during 2019)

### 2019 Dressers for Kids Project As of July 31, 2019

|                           |                          |                                        |              |
|---------------------------|--------------------------|----------------------------------------|--------------|
| <u>Total</u>              | <u>Dressers Paid For</u> | <u>Dressers Purchased by FreeStore</u> | <u>Costs</u> |
| <u>Donations Received</u> |                          |                                        |              |
| \$1,140.00                | 19                       | 40 at \$59.99 each =                   | \$2,399.60   |
|                           | at \$60.00 each          | 10 tool kits at \$9.90 each            | 99.90        |
|                           |                          | Delivery                               | <u>79.00</u> |
|                           |                          | Total                                  | \$2,578.50   |
|                           |                          | (Sales tax has been refunded)          |              |
|                           |                          | Balance                                | -\$1,438.50  |

## 2019 Birdies for Charity Results - An Update - August 11, 2019

| Name                            | Address                                       | Source for Transfer        | Donation           |
|---------------------------------|-----------------------------------------------|----------------------------|--------------------|
| FreeStore, Inc. (Transfer)      | 1020 24th Street, West Des Moines, Iowa 50266 | 2019 General Donations     | \$7,128.28         |
| FreeStore, Inc. (Transfer)      | 1020 24th Street, West Des Moines, Iowa 50266 | 2019 Spring Newsletter     | 8,487.00           |
| FreeStore, Inc. (Transfer)      | 1020 24th Street, West Des Moines, Iowa 50266 | 2018 General Donations     | 7,241.76           |
| FreeStore, Inc. (Transfer)      | 1020 24th Street, West Des Moines, Iowa 50266 | 2018 Summer Newsletter     | 100.00             |
| FreeStore, Inc. (Transfer)      | 1021 24th Street, West Des Moines, Iowa 50266 | 2018 Fall Newsletter       | 21,782.00          |
| FreeStore, Inc. (Transfer)      | 1022 24th Street, West Des Moines, Iowa 50266 | Churches Opportunity Group | 1,000.00           |
| <i>Total Amount Transferred</i> |                                               |                            | <b>\$45,739.04</b> |

(Not) listed below are the individual donations given directly to Birdies for Charity, with the FreeStore shown as the recipient.

Five donations totalling  
\$4,134.00  
were made directly to  
Birdies for Charity

### 2019 Birdies for Charity Results Based on the Check Received August 10, 2019

|                    |                                      |
|--------------------|--------------------------------------|
| \$54,789.94        | Principal Charity Classic Check 5415 |
| 45,739.04          | Less Donations Transferred           |
| <b>\$9,050.90</b>  | <b>Total New Money - 2019</b>        |
| <b>11,365.62</b>   | <b>Total New Money - 2018</b>        |
| <b>-\$2,314.72</b> | <b>Comparison</b>                    |

*The Difference Between Expectation and Reality in 2019 = -\$70.14*

#### Notes:

FreeStore donations transferred were deposited between August 1, 2018 and July 31, 2019, the Birdies for Charity fiscal year.

Donations we deposit between August 1, 2019 and July 31, 2020 will be transferred to Birdies for Charity in July, 2020 for the 2020 Birdies for Charity program.

Donors wishes on transferring their donations (or not) to Birdies for Charity have been and will be honored.

We will receive a check(s) totalling \$54,860.34 from the Birdies for Charity program of the Principal Charity Classic Golf Tournament by mid-August, 2019.

|                               |                    |
|-------------------------------|--------------------|
| Total Donations + Transfers   | \$49,873.04        |
| Plus Birdies/Sammons 10%      | 4,987.30           |
| To Be Returned to FreeStore   | \$54,860.34        |
| Less Donations Transferred    | 45,739.04          |
| <b>Total New Money - 2019</b> | <b>\$9,121.30</b>  |
| <b>Total New Money - 2018</b> | <b>11,365.62</b>   |
| <b>Comparison</b>             | <b>-\$2,244.32</b> |

July 2019, Lease discussion with Free Store, Larry Anderson & Mark Clark

Free Store

Building Lease

8300 Square Feet

Taxes, insurance, CAM included + \$240/year Snow Removal

|                   |         |                          |                               |
|-------------------|---------|--------------------------|-------------------------------|
| Lease, First Term | 5 years | 06/01/2011 to 05/31/2016 | \$1,037.50/mo \$1.50 per SFt; |
| Lease, First Term | 5 years | 06/01/2016 to 05/31/2021 | \$1,141.25/mo \$1.65 per SFt; |

- DMJJA renews in March of 2020, for five years, till 02/28/2025
- Renewal periods need to conform lease periods, 06/01/2021 to 02/28/2025 would be a renewal of 45 month renewal.
- Would consider offering a 5 year renewal from 03/01/2025 to 02/28/30

| Category            | Priority Number | Person accountable          | Item                                                                                                                                                                                                                                                                      |
|---------------------|-----------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assets              | 1               | Pat McDermott               | Web-site development <ul style="list-style-type: none"> <li>• Finish new FreeStore website.</li> <li>• Incorporate into overall technology plan               <ul style="list-style-type: none"> <li>○ Review of processes</li> <li>○ Social media</li> </ul> </li> </ul> |
|                     |                 | Ongoing operations          | Dressers For Kids <ul style="list-style-type: none"> <li>• Develop ways to replace dressers donated by United Way</li> </ul>                                                                                                                                              |
|                     |                 | Ongoing operations          | Replace/Repair trucks <ul style="list-style-type: none"> <li>• Decide to either replace one or more existing trucks and repair to good working order one or both trucks</li> <li>• Clean and finish box beds</li> </ul>                                                   |
|                     |                 | Operations                  | Warehouse plan (Build/Buy/Rent) <ul style="list-style-type: none"> <li>• Explore with existing landlord their plans for site, if any.</li> <li>• Resurface parking lot (Split Cost?)</li> </ul>                                                                           |
|                     |                 | Defer                       | Inventory management <ul style="list-style-type: none"> <li>• Find ways to better match donations to warehouse space and client flow.</li> <li>• Establish guidelines on how to deal with excess inventory.</li> </ul>                                                    |
|                     |                 | Defer                       | Procedures for access to building and trucks <ul style="list-style-type: none"> <li>• Determine who has keys and access</li> <li>• Determine who should have keys and access</li> </ul>                                                                                   |
| Financial Stability |                 | Part of succession planning | Review of financial procedures <ul style="list-style-type: none"> <li>• Conduct informal audit</li> </ul>                                                                                                                                                                 |
|                     | 3               | Jeanie Smith                | Review funding model and identify new approaches <ul style="list-style-type: none"> <li>• Corporate sponsor?</li> <li>• Additional grantors?</li> <li>• Ways to encourage donors of goods to also give money</li> <li>• Replacement for charges to agencies</li> </ul>    |
|                     |                 | Defer                       | Follow-up on driver (truck) training and requirements <ul style="list-style-type: none"> <li>• Required training?</li> <li>•</li> </ul>                                                                                                                                   |

| Category         | Priority Number | Action by me to accomplish                                    | Item                                                                                                                                                                                                                                                                                                                       |
|------------------|-----------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations       |                 | Part of succession planning                                   | Identify and communicate responsible persons (Fix or replace committee structure)                                                                                                                                                                                                                                          |
|                  | 4               | Dianne Munns<br>Marty Rathje<br>(Part of succession planning) | Better volunteer management <ul style="list-style-type: none"> <li>• Emergency contacts identified</li> <li>• Volunteer coordinator position?</li> <li>• Background checks</li> <li>• Service Enterprise certification from Volunteer Iowa?</li> </ul>                                                                     |
|                  |                 | Ongoing Operations                                            | Set and communicate volunteer-client boundaries and set interaction guidelines                                                                                                                                                                                                                                             |
|                  | 2               | Marty Rathje                                                  | Succession planning                                                                                                                                                                                                                                                                                                        |
|                  |                 | Defer                                                         | Evaluate need for paid staff                                                                                                                                                                                                                                                                                               |
|                  |                 | Defer                                                         | Construct a marketing/communication plan <ul style="list-style-type: none"> <li>• Identify audiences</li> <li>• Develop plan for each audience</li> <li>• Develop appropriate technologies if needed</li> </ul>                                                                                                            |
|                  |                 | Defer                                                         | Volunteer record keeping <ul style="list-style-type: none"> <li>• Communicate importance of accurate records</li> <li>• Identify responsible person (succession planning)</li> <li>• Technology option?</li> </ul>                                                                                                         |
|                  |                 | Ongoing operations                                            | Process for recording incidents at warehouse, pick-ups or deliveries                                                                                                                                                                                                                                                       |
| Strategic Growth |                 | Defer                                                         | Expand our client base <ul style="list-style-type: none"> <li>• Are there ways to better serve existing clients?</li> <li>• Are there needy individuals/families in the metro we could assist?</li> <li>• Is there a way to expand to a larger central iowa geographical area? ie. Dallas county? Story county?</li> </ul> |
|                  |                 |                                                               |                                                                                                                                                                                                                                                                                                                            |

Our mission: Helping Families Start Over

We support children and families who have escaped domestic violence situations and those suffering from some other form of trauma including natural disaster and criminal assault. We provide donated furniture and household goods as these families begin new, independent, productive lives in safe environments.

Policy regarding FreeStore volunteers providing transportation to clients to whom we are providing delivery service.

Transportation can be provided by volunteers to clients from the FreeStore warehouse to the client's residence under the following guidelines:

- Transportation is offered to the client at the discretion of the greeter.
- A volunteer is willing to provide the transportation in their personal vehicle.
- Transportation will not be available to clients with children under the age of 5.
- Seat belts and appropriate child transport equipment must be used.
- There must be at least two volunteers in the vehicle with the client.
- The FreeStore truck is not to be used to transport clients.
- No other stops should be made between the warehouse and the residence.