



Annual Meeting Minutes

May 11, 2020

Call to order: Zoom meeting ID 711-8141-5924 started at 5pm.

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

Guests Present: Steve Scharnberg, Mary Keck, Vonnie Salem, Pat Mcdermott

Call to Order: Marty acknowledged the Zoom visitors and reminded us that our Articles of Incorporation direct that the corporation will be managed by a Board of Directors. Our bylaws say the first regular board meeting in May shall be the annual meeting to confirm officers and board member terms. Marty also mentioned that this meeting is our first since we reopened from the pandemic shutdown on March 17.

Board Business:

Reopening report: Mike Smith

Mike announced a reopening team consisting of Bill Brentano, Ellen MacRoy, Harry Swanson, Larry Anderson, Marty Rathje, Mike Smith and Terry Swanson was the architect of the planning that would allow us to open in a manner that assured safety for our donors, clients, and volunteers. Concurrent with reopening we terminated our contract for the Delaware Avenue warehouse and are leasing space from Cube Smart on University Avenue. The new space is cleaner and provides more flexibility than the Delaware space. We expect to lease less space which will result in lower monthly rent payments.

Truck Funding: Jeanie Smith

Jeanie announced that we had not received grants from Polk County and Prairie Meadows, but BWA granted us \$15,000 for a truck. She motioned a team be appointed to take the \$10,000 gift from Dick Bray, the BWA grant, and the balance from our savings up to \$30,000 to purchase a new truck, and that we stop any more fund raising for a truck. The motioned carried unanimously.

Election of Board Members: Larry Anderson, Marty Rathje, and Terry Swanson were elected to 3-year terms from 2020-2023.

Election of Board officers: Chair- Marty Rathje, Vice Chair – Dian Munns, Treasurer – Larry Anderson, Secretary – Harry Swanson were reelected at the 2019 Annual Meeting for three year terms running from 2019 – 2022.

Treasurer's report: Larry Anderson has been the FreeStore Treasurer for 15 years and prepares financial reports for each board meeting, assists in budget planning, stores all FreeStore financial records, and submits financial information to LWBJ for IRS tax filing each year. We are sound financially and have over two years of operating expenses in the FreeStore account at the Community Foundation of Greater Des Moines.

Secretary's report: We are an Iowa corporation registered with the Secretary of State and required to file biennial reports to confirm our existence. Mike Smith is our registering agent and made the last update in 2019 so we're good until 2021. The Board Secretary is responsible for keeping records of board actions, taking meeting minutes and assuring our corporate records are maintained. All FreeStore records other than financial are filed in a Microsoft Sharepoint account.

State of the FreeStore:

- a. 2019 Review
 - 336 families
 - 389 adults
 - 549 kids
 - 939 people
 - Review the 2019 annual Report at <https://www.thefreestore.org/wp-content/uploads/2020/05/AnnualReport2019.pdf>
- b. COVID 19
 - Shut down from mid-March 17 through May 1
 - Reopened but with reduced capacity
 - We have lost some warehouse workers, greeters and pick up volunteers
 - All donations are quarantined for 72 hours in a rented storage pod which results in additional handling for volunteers.
 - The primary goal of the reopening team has been assuring the safety of volunteers, donors and clients.
- c. Strategic planning update – Chrysalis has been a valued partner in conducting our annual planning process. Our 2019 goals were intended to position us for sustainability. Progress was made on most fronts but work remains on all items and Covid-19 will also cause some replanning.

2019 Goals

- Website
- Succession planning
- New funding goal
- Volunteer management

d. Strategic Planning 2020 – 2021

Assets

Replace or repair trucks – See above comments regarding a new truck to replace one of our 10+ year old trucks, each of which have in excess of 100,000 miles.

Inventory management – Determine procedures to better match flow of donations to client usage.

Access to warehouse and truck procedures – Develop policies to protect assets and volunteers.

Financial Stability

Financial policies – Review and implement financial policies to provide consistent handling of monies.

Annual Fund Development – Look for additional revenue sources to ensure continued financial health of the FreeStore.

Operations

Officer and committee chair rotation and succession plan – Develop up to date job descriptions for board officers and succession plans for key volunteer positions.

Volunteer Management – Develop and implement a plan to recruit, train and appropriately utilize current and new volunteers

Marketing Plan – Create a plan to recruit volunteers and encourage donors.

Incident report plan – Create procedures on how to whom incidents involving FreeStore volunteers, vehicles or other assets should be reported.

Strategic Growth

Determine timeline post COVID 19 – As more is known about the pandemic, determine a “new normal” for the FreeStore operations.

Volunteer Recognition Ceremony: Postponed

10 year Service Award Winners

Sue Clark	Cindy Mata
Beth Flynn	Craig Miller
Tim Flynn	Lucy Montgomery
Ahloong Kang	Ken Wilson
Joe Kucera	

Harry and Terry Swanson Volunteer of the Year Nominees:

<u>Judy Bloom</u>	<u>Larry Anderson</u>
	

Adjourn:

Thank you for all you do for the FreeStore
Stay safe and healthy!

Next annual meeting: May 11, 2021

Respectfully submitted,



Harry Swanson, Board Secretary