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**FreeStore Board
Meeting Minutes**

**August 16, 2021@ 5:00PM
Zoom Meeting 898 8740 6189**

Members Present: Marty Rathje, Larry Anderson, Harry Swanson, Rachel McGrew, Diane Munns, Gloria Gray, Pat McDermott

Other Attendees: No other attendees present.

Various informational documents to be considered during this meeting were provided to the Board Members prior to the meeting with ample time for its study and deliberation. The contents of these documents, referenced throughout, will be preserved as a permanent record of the FreeStore and deemed to be incorporated by this reference in the meeting minutes to the extent the Board considered, discussed, or acted upon the matters in the informational documents.

1. **Call to Order:** Mr. Rathje, Chair, called the annual meeting to order at 5:01 p.m., confirmed a quorum was present, and chaired the meeting.
2. **Consent items:**
 - a. Minutes from Prior Meeting - Mr. Rathje asked if there were any amendments or corrections to the minutes from the meeting on May 10, 2021. There being no changes to the minutes, Ms. Munns moved to approve the minutes. Mr. McDermott seconded and upon unanimous vote, the motion carried.
 - b. Treasurer's report
 - i. Report – Mr. Anderson presented a three-page memo dated August 14, 2021 describing highlights from the July 31, 2021 Financial Report. Finances remain very strong with a bank balance of around \$129,000 as of 7/31/2021. Ms. Munns asked if some of the balance should be moved to the Community Foundation of Greater Des Moines account or another conservative investment vehicle to earn more investment income. Mr. Rathje moved for a resolution to authorize Mr. Anderson to move up to 50% of the checking account balance to an investment vehicle, with a guaranteed interest rate, of his discretion. A motion was made by Ms. Gray, seconded by Mr. McDermott and upon unanimous vote, the motion carried.
 - ii. Birdies for Charity – The 2020-2021 transaction involving the Principal Charity Classic's Birdies for Charity program are now complete. A total of \$88,275.88 was sent to participate in the 10% bonus sponsored by the Sammons Group. The funds have been returned along with a slightly larger bonus than expected. Mr. Anderson is waiting to hear back for the organization to determine if a mistake was made.
 - iii. Lease renewal – The lease on the warehouse space ended on May 31, 2021. Mr. Anderson continues efforts to contact the property manager to negotiate renewal

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terms. Mr. Anderson also stated rent checks for June, July, and August have not been cashed.

- iv. Status of Financial Procedures Review – Mr. Anderson had no updates to share.

3. Decision items:

- a. Election of Board Officers – *The FreeStore bylaws state the first regular board meeting in May shall be the annual meeting to confirm officers and board member terms. However as this was skipped at the May meeting, officer elections will be made at this August meeting.* Mr. Rathje presented the proposed officer nominations for 2021-2024 (Chair, Ms. Munns; Chair-elect, Ms. Gray; Treasurer, Mr. Anderson; Secretary, Ms. McGrew). Mr. Rathje will remain on the board as Past Chair and will hold the new non-board position of Operations Manager. Mr. Rathje asked for all in favor of this slate of officers and upon unanimous vote, the officers were elected. Ms. Munns expressed her gratitude for Mr. Rathje's leadership and the forward movement he made as chair of the board.
- b. Board Members – The Executive Committee met in July and recommends no additions to the board at this time.
- c. Truck Delivery Service – Mr. Rathje motioned to allow the continued use of the FreeStore trucks as part of the regular service fee. Providing access to the trucks and a qualified driver has been quite helpful for these clients. The only difficult factor is having enough qualified FreeStore volunteer drivers to fill the need. Ms. Munns moved to motion noting changes to this practice can be made if concerns arise. Mr. Anderson seconded and upon unanimous vote, the motion carried.
- d. Fall Open House and Volunteer Recognition – The idea of holding a fall open house and volunteer recognition event has been postponed due to the recent rise in COVID cases and increased mask recommendations. The board will look to hold the annual event in May 2022.

4. Reports:

- a. Executive Committee – Meeting notes from the July 12, 2021 Executive Committee meeting were presented by Mr. Rathje for review.
- b. Grants Awarded and Submitted – Ms. Jeanie Smith was not in attendance to present on grants. Mr. Rathje and Mr. Anderson reported on her behalf indicating the grant and church donation revenue stream is strong.
- c. Warehouse and Truck Update – Mr. Rathje reported the warehouse and three CubeSmart storage units are very full. There are plenty of sofas, mattresses, and dishes. Mr. Rathje also reported the 2004 truck needs maintenance including new tires. Board members agreed to let Mr. Mike Smith to weigh in on the decision on decommissioning and possible replacement.
- d. Update on COVID Procedures – Some COVID precautions have been reinstituted. Warehouse volunteers and clients are asked to wear masks while in the warehouse. Donors should not enter the warehouse.
- e. Fall Newsletter Update – Ms. Munns reminded that the fall newsletter is sent in November and is looking for topics to share with FreeStore donors. Mr. Rathje suggested sharing about our expanded services.
- f. Tech Committee – Mr. McDermott shared that the website host was switched to GoDaddy from DWX and has since been experiencing better service and response times. He also reported the website receives around 50-60 hits per day. Mr. Swanson questioned who should be the owner of the info@thefreestore.org email address hosted by DWX. Mr. Rathje

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- volunteered to become the owner and Mr. McDermott will contact DWX to make the switch. The board also agreed to switch email hosts from DWX to GoDaddy. Additionally, Mr. McDermott shared research on the FreeStore's need for cybersecurity insurance. Since the FreeStore does not host a server onsite the need for insurance is low. Mr. McDermott did comment on the potential need for a volunteer confidentiality agreement to safeguard client and donor information stored on personal computers. The general consensus from board members is to move forward with an agreement.
- g. 2021 Activity – Mr. Rathje shared client activity and noted the numbers from 2021 are a little lagging compared to 2019.
 - h. Committee Structure and Assignments – Ms. Munns is working on a Committee Structure and Assignment document that will show each functional area and who has responsibility for the area.
 - i. IKEA Dressers – Mr. Rathje reported IKEA has a nice dresser to assemble at a nice price point however there is not any in stock due to supply chain issues. The plastic dressers from Target are liked by the clients however there is a lack of supply on these also. Research continues on appropriate dresser options to fulfil the requirements of the grant received from the BWA Foundation.
 - j. Capacity Building Grant with the Community Foundation of Greater DSM – This agenda item was included at the request of Ms. Jeanie Smith. Since she was unable to attend the meeting, the discussion will be deferred until the next meeting.
 - k. Other Items – Mr. Rathje shared that Mr. Mike Smith completed the biannual report that was submitted to the Secretary of State.

5. Discussion Items: The items were deferred until Mr. Mike Smith can be present for discussions.

- a. The effectiveness of continued maintenance of the 2004 truck
- b. What is the “new normal” for the FreeStore?
 - i. Client Deliveries
 - ii. Residential Pick-Ups
 - iii. Warehouse Operations
- c. Future projects
- d. Other topics

Mr. McDermott motion to adjourn the meeting. The meeting adjourned at 6:19 p.m.
The next scheduled meeting is Monday, November 8, 2021.

Respectfully submitted,

Rachel A. McGrew

Rachel McGrew, Secretary