



**FreeStore Board
Meeting Minutes
November 08, 2021@ 5:00PM
Zoom Meeting 873 7583 1458**

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

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** - Ms. Munns, Chair, called the annual meeting to order at 5:01 p.m., confirmed a quorum was present, and chaired the meeting.
2. **Minutes from Prior Meeting** – Ms. Munns asked if there were any amendments or corrections to the minutes from the meeting held on August 16, 2021. There being no changes to the minutes, Mr. Rathje moved to approve the minutes. Mr. McDermott seconded and upon unanimous vote, the motion carried. Ms. Munns asked if there were any amendments or corrections to the minutes from the special meeting held on October 8, 2021. There being no changes to the special meeting minutes, Ms. Smith moved to approve the minutes. Mr. McDermott seconded and upon unanimous vote, the motion carried.
3. **Operation's Manager Report** – Mr. Rathje reported the warehouse is once again full. A total of 244 families have been served through September 2021 which is ahead of pace from 2019. The question was asked if the warehouse will be able to be staffed if this pace continues, as volunteers are already stretched thin. Mr. Rathje and other warehouse volunteers are brainstorming possible ideas to help alleviate volunteer fatigue.
4. **Grant Update** – Ms. Smith informed the Board she submitted the Chrysalis grant November 1, 2021. An update was also provided about the Dressers for Kids project and how it is has been difficult to secure reasonable priced dressers. Ms. Smith will submit the update to the BWA Foundation as this was the primary purpose of the funds received. Ms. Smith also stated the Capacity Building Grant with the Community Foundation of Greater DSM is available if we were looking at increasing our market area and client basis.
5. **Fall Newsletter Update** – Ms. Munns reported the fall newsletter is in the finishing stages. The newsletter will focus on volunteer activities and feature work being done with Dorthey's House.
6. **Treasurer's Report** – Mr. Anderson presented a two-page memo dated November 5, 2021, describing highlights from the October 31, 2021, Financial Report. Donations remain good. The Spring Newsletter raised \$17,795 thus far.

7. Decision Items:

- a. Form 990 - Mr. Anderson moved for a motion of approval on IRS Form 990 for 2020. Ms. Smith seconded and upon unanimous vote, the motion carried. LWBJ will file by the November 15, 2021, deadline.
- b. 2022 budget – Mr. Anderson presented the first draft of the 2022 budget. The Board discussed the impacts of the increased warehouse rent and brainstormed fundraising event ideas. Ms. Munns proposed putting together a task force of volunteers focused on brainstorming different ways to generate revenue. Ms. Gray will lead the task force with help from Ms. Munns. The task force will put together a proposal for the Board to review.
- c. QuickBook Expense - The Executive Committee met in October to discuss moving to QuickBooks Online. Ms. Smith proposed the move to alleviate the mechanical processes of issuing checks and transferring input across multiple spreadsheets. QuickBooks Online would also help with succession planning. LWBJ would help facilitate this move with a one-time set-up/training fee of around \$200 and a monthly fee of \$56.00 to use the software. Ms. Gray moved for a motion of approval. Mr. Swanson seconded and upon unanimous vote, the motion carried.

8. Discussion Items:

- a. Lease and Parking Lot – Mr. Anderson provided an update on the parking lot situation based on his recent meeting with the contractor. The parking lot will be out of service for approximately 10 days while the concrete cures. A special thanks to Mr. Anderson for being so diligent on this initiative.
- b. Charging for Pick-ups – Mr. Smith and Mr. Rathje are brainstorming ideas of how to reduce volunteer fatigue associated with furniture pick-ups. The possibility of reducing the number of pick-up days or charging a small fee were presented. Alternatives will continue to be researched.
- c. Serving Afghans – The FreeStore was presented with an opportunity from Lutheran Services in Iowa (LSI) to help Afghan refugees. There was discussion about what this would mean on volunteers, storage space, and funding. Mr. Rathje ask the Board to explore more and come back with what it means in terms of expenditure of resources.
- d. Client Confidentiality – Mr. McDermott presented a draft Confidentiality Policy for adoption. Ms. Smith motioned to review the policy as presented and was seconded by Mr. Anderson. Ms. Munns asked if there were any questions about the policy. The Board suggested the policy be posted at the warehouse, distributed to volunteers, and placed on the volunteer section of the FreeStore website. Purchasing a shredder for the warehouse was also suggested. Being no further discussion, the Board voted unanimously to adopt the policy as presented.
- e. Other – Mr. Gray and Mr. Rathje stated a Kum & Go representative visited the warehouse in October to learn more about the FreeStore. During the visit the representative shared Kum & Go offer a 5% fuel discount program for non-profits. Mr. Anderson offered to pursue more information on this program.

Mr. Rathje motion to adjourn the meeting. The meeting adjourned at 6:14 p.m.
The next scheduled meeting will occur in February 2022.

Respectfully submitted,

Rachel A. McGrew

Rachel McGrew, Secretary