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FreeStore Board of Directors

Meeting Minutes

November 7, 2022 @ 5:00 PM

Saint Timothy's Church Rm 131

Members Present: Diane Munns, Marty Rathje, Larry Anderson, Jeanie Smith, Pat McDermott, Rachel McGrew, Gloria Gray, Dave Busiek, and Mike Smith.

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 and Welcome** - Ms. Munns, Chair, called the meeting to order at 5:01 p.m., confirmed a quorum was present, and chaired the meeting.
2. **Approval of Minutes** – Ms. McGrew asked if there were any amendments or corrections to the minutes as amended from the meeting held on August 8, 2022. She commented she amended the title of the minutes to remove “annual”. Mr. Busiek moved to approve the minutes as amended. Ms. Smith seconded and upon unanimous vote, the motion carried.
3. **Treasurer’s Report** – Mr. Anderson presented the October 31, 2022, Financial Report highlighting financial activities from the quarter. He noted \$63,100 in general donations have been received YTD, compared to the \$15,000 budgeted.
4. **Operation’s Manager Report** – Mr. Rathje highlighted items from the Operations Memo dated November 5, 2022, commenting on year-to-date activity, inventory volume, residential pick-ups, fees for agencies, volunteer levels, warehouse liabilities, and services to sex trafficking agencies. In addition, Mr. Rathje passed around a graph prepared by Mr. Anderson to help visualize the number and type of clients served to aid in grant writing.
The Board discussed the low inventory levels of mattresses and dressers. Mr. Anderson stated budgeted money remains for purchasing of kids dressers, but not for mattresses. Mr. Rathje motioned to allow warehouse staff the authority to purchase, up to 20, mattresses through the remainder of the year. Ms. Smith seconded and upon unanimous vote, the motion carried.
Research regarding co-sourcing residential pick-ups with paid drivers was shared. Mr. Anderson will budget for this expense in case the number of volunteer drivers significantly decreases over the winter months and this co-sourced driver program needs piloting.
5. **Grant and Fundraising Update** – Ms. Smith informed the Board that the FreeStore did not receive a BWA grant for 2022 and is waiting to hear back about the Polk County Community Betterment Award. The FreeStore did receive a \$10,000 grant from Prairie Meadows Racetrack and Casino. Ms. Smith also recently filed grant paperwork for the Chrysalis Foundation.

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6. Action Items:

- a. IRS Form 990 - Ms. Munns presented the 2021 990 Form. Warehouse worker, Ms. Pam Wilkin, is a retired accountant and volunteered to prepare the return. The return is to be submitted by November 15, 2022. The Board is to be provided a copy of the 990 Form with an opportunity to review. Ms. Munns asked for a motion to approve the filing of the 2021 IRS 990 form. Mr. Rathje motioned for approval and Mr. Anderson seconded, upon unanimous vote, the motion passed.
- b. Budget – Mr. Anderson presented the first draft of the 2023 budget and requested input on changes of revenue sources and bulk expense items. The following suggestions were made: 1) add a line for truck repairs due to vandalism and accidents; 2) Add a line for a consultant agency to help with future planning; 3) add a line item for bulk purchases of mattresses / box springs / pots and pans.
- c. Proposed bylaw changes – Mr. Anderson presented the following updates to the FreeStore bylaws.
 - i. Credit Cards – After bad customer service from the former bank, the FreeStore is moving credit card services to Bankers Trust Company. Mr. Anderson presented the proposed resolution. Mr. Smith asked to be removed as an authorized user as he does not spend FreeStore money. Ms. Smith moved to accept the resolution with the proposed amendment and Mr. Busiek seconded, upon unanimous vote, the motion carried.
 - ii. Annual Meeting Date – Mr. Anderson proposed to move the FreeStore Annual Meeting from May to April beginning in 2023. The reason is to make each financial reporting period to be based on the three-month calendar quarters. Ms. Smith moved to accept the Annual Meeting date change and Mr. McDermott seconded, upon unanimous vote, the motion carried.
 - iii. Insurance Coverage – Mr. Anderson requested the bylaws include additional language regarding insurance coverage. The suggested verbiage has been reviewed and approved by the FreeStore's insurance agent, Jester Insurance Services. There being no further discussion, Mr. Smith motioned to adopt the language into the bylaws. Ms. Gray seconded and upon unanimous vote, the motion carried.

7. Discussion Items:

- a. Cohen Foundation Request – Ms. Munns shared grant requests have been sent and she is waiting to hear back from Cohen Foundation leadership.
- b. Tiered delivery – Mr. Rathje introduced a tiered schedule of when agency clients can be served and how much the fee will be. This schedule will help the schedulers exercise discretion of what agencies will be charged a fee and increase transparency for agencies.
- c. Volunteer Coordinator Update – Ms. Munns has reviewed a presentation of volunteer interviews performed by FreeStore volunteer, Ms. Sharon Steffan. The interviews are of 11 volunteers who have been identified as being "in charge" of a section of the warehouse. Ms. Steffan's will be providing volunteer structure and onboarding recommendations based on her assessment.
- d. Social media – Mr. McDermott floated the idea of hosting a Facebook fundraiser as a revenue source.

There being no further discussion items, Ms. Smith motioned for adjournment of the meeting and Mr. Busiek seconded. The meeting adjourned at 7:05 p.m.

The next meeting will occur first quarter of 2023.

Respectfully submitted,

Rachel A. McGrew

Rachel McGrew, Secretary