



**FreeStore Board
Meeting Minutes
November 1, 2023 @ 7:00 PM
FreeStore Warehouse**

Members Present: Diane Munns, Marty Rathje, Larry Anderson, Dave Busiek, Rachel McGrew, Mike Smith, Peg Smith, and Pat McDermott

Others Present: Roger Munns, Penny Fisher

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 meeting to order at 6:43 p.m., confirmed a quorum was present, and chaired the meeting. Ms. Munns noted prior to this meeting, Board Members and other influential FreeStore volunteers were involved in a strategic planning session with Mr. Joe Benesh from The Ingenuity Company.
2. **Approval of Minutes** – Ms. McGrew asked if there were any amendments or corrections to the minutes from the meeting held on July 24, 2023. Ms. Jeanie Smith ask for a couple small edits. There being no further changes requested, Mr. Rathje moved to approve the minutes with the proposed amendments. Mr. Anderson seconded and upon unanimous vote, the motion carried.
3. **Financial Report** – Mr. Anderson provided an update on his research for a \$100,000 Certificate of Deposit (CD). Another option is to place money into the Community Foundation of Greater Des Moines, however, this is not a FDIC insured institution. Mr. Anderson recommended placing funds into a 5% CD for 12 months with Bankers Trust. There was discussion amongst the group about the different options. Mr. Busiek moved to accept the recommendation of Mr. Anderson. Mr. McDermott seconded and upon unanimous vote, the motion carried.

Mr. Anderson then presented the September 30, 2023, Financial Report, highlighting financial activities from the quarter. Mr. Rathje shared that when it comes to purchasing needed household items for the warehouse, the main objective is to stay within the aggregate budget for all household expense items rather than worry about the budget for each individual line item. The group agreed this was a reasonable approach and did not have any concerns.

Ms. Munns presented the annual IRS 990 Form for approval to be filed by the November 15 deadline. The Board was provided a copy of the Form in advance for an opportunity to review. Ms. Munns shared a special thanks to Ms. Pam Wilkin, a retired accountant and FreeStore volunteer, for once again preparing the Form. Ms. Munns asked for a motion to approve the filing of the 2022 IRS 990 Form. Mr. Smith motioned for approval, and Mr. Anderson seconded, upon unanimous vote, the motion passed.

4. **Operations Report** – Mr. Rathje shared the Operations Report from October 23, 2023. The report shows increased client activity. He shared updates on inventory levels and new volunteer recruitment efforts.
5. **Grant Report** – Ms. Jeanie Smith's Grant Report as of October 18, 2023, provided an overview of the status of recent grants. A question about reporting requirements for the Cohen Foundation was asked. The response was that a final report on the expenditure of the Cohen grant is due by January 8, 2024. Ms. Jeanie Smith stated the report is almost finalized.
6. **Branding Update** - Mr. Anderson presented the following new logo adoption proposal to the Board for their consideration.

"The color logo (the "new logo") produced by Angela Greiner for the FreeStore, be adopted with the understanding that a black and white version of the logo may be used on business documents and other items where black and white only are normally used. The color version shall be used on FreeStore clothing, building and truck signage, business documents, online pages and all public displays whenever the FreeStore's name is shown. Placement of the logo on signage, online pages, and business documents shall be as recommended by Ms. Greiner and shall be as consistent as possible between different types of displays of the logo. Street and Internet addressing, phone numbers, an Employer Identification Number and other pertinent data may be placed near the logo, as Ms. Greiner may recommend or as may be required.

All items with the older logo shall be disposed of as soon as is reasonable. Clothing with the older logo may be offered to current volunteers at half the regular price for the first three months after the date of this motion and at no cost for the following three months. Clothing with the older logo may also be given at no cost to volunteers joining the FreeStore after the date of this motion. Clothing with the older logo remaining after six months may be discarded or otherwise disposed of. The Board requests that clothing with the older logo be worn primarily within the warehouse and encourages volunteers to purchase clothing with the new logo.

New clothing shall be priced to cover FreeStore's direct costs and rounded to the next higher dollar. Styles and colors for new clothing shall be determined by a committee appointed by the Board.

Timing of disposal and reprinting of business forms shall be at the discretion of the Operations Manager and one other Board member."

The group discussed Mr. Anderson's proposal. The group also viewed a display of the logo, a mockup of the new truck signage, and a new tri-fold brochure, presented by Ms. Munns. The group asked Ms. Munns to continue to work with Ms. Greiner on the truck signage. With no further discussion, Mr. Anderson moved to accept the proposal on adopting a new logo. Mr. Rathje seconded the motion and upon unanimous vote, the motion passed.

The meeting adjourned at 7:20 p.m. The next scheduled meeting will occur in January with date/time TBD.

Respectfully submitted,

Rachel A. McGrew

Rachel McGrew, Secretary