

# Open Harvest Board of Directors

## Approved Meeting Minutes

November 3, 2008, 5:30 – 7:30 p.m. at Irving Rec Center,  
2010 Van Dorn Street

**Present** Alisa Kushner, Maggie Pleskac, Tim Arkebauer, Sara Moshman, Margot Conrad, Ingrid Kirst, David Murphy, Jim Nelson, Keith Dubas, Scott Renken, Dave Eckmann, Mary Jane Gruba, Kelsi Swanson, Carla McCullough, Mary Rachael

**Absent** Alene Swinehart, Bob Hutkins, Gail Kendall, Miles Bryant

**5:40 p.m.** Accept Consensus items and add items to Agenda.  
Corrections made to October Minutes.  
GM Report: debt to equity ratio (.89%) and inventory ratio (.71%) shared and discussed.

**5:45 p.m.** L4 Finance Committee: Dashboard Draft from 3<sup>rd</sup> Quarter; Profit and Loss, Balance Sheet, and L4 Report shared and discussed. Expansion discussed re: current renewable CDs at Westgate Bank being taken out and rolled into a checking account for expansion, recommendation by Scott Renken of upcoming renewable Union Bank CDs to be taken out and rolled into said checking account, and Colleen Nygren and Jim Nelson recommend NCDF Loan to be taken out from Union Bank.  
Committee questioned website being updated or not, and discussion of whether this is a Board responsibility.  
Rate of Membership discussed; currently the Membership cost is \$25, the Committee recommends Board reconsidering this amount at time of expansion/relocation, and possibly getting ride of Lifetime Membership. Discussion followed: Keith Dubas suggested this is not a good time to revisit Lifetime Memberships and the need to wait until after the move/expansion prior to any increase in membership fee rate and Scott Renken encouraged the Board to think about the rate increase now and implement it later.  
Loss of money due to discounts to volunteers, staff, Board, and Membership discussed.  
Definition of “expansion mode” in L4 questioned by Scott Renken via Finance Committee – a recent change that was voted on within recent months – discussion followed.  
Jim Nelson discussed loss within 1<sup>st</sup> quarter and the possible reasons for sales being down; difficult times predicted, whether it is a trend is uncertain.  
L4 accepted as compliant.

- 6:10 p.m.** GM Update on store relocation: 2001 pledge cards to be sent out with brochure, 300 VIP List to be called with brochure and Imagine flyer to be sent also. Brochure and Imagine flyer shared. Store designer, PS Hoffman, visited the site the previous week.
- 6:15 p.m.** Gs: Lapse of attention by majority of Board Members. To be reported next Board meeting. Ones reported this month include:  
G3 – Dave Eckmann reported that current Board is not following re: timing of monthly agenda, but otherwise no changes recommended unless Board wants to change timelines, discussion included the timeline being a “goal,” Dave Eckmann suggested the agenda be sent a week ahead of Board meeting, or at least the Friday prior.  
G5 – Bob Hutkins reviewed ethical conduct by the Board with no obvious issues and no changes recommended.  
G6 – Ingrid Kirst reviewed Board committees which had been revisited last year with the Committees reporting to the Board and not under the GM. No changes recommended.
- 6:25 p.m.** Annual Owner’s Meeting: Informational flyer shared by Maggie Pleskac includes attendance, cost, and overall review to assist in planning for next year. Attendance which was down from last year discussed, including changing date. Keith Dubas recommends that contact be made with other organizations that have activities going on at the same time so there is no competition for people’s time prior to setting date. Keith Dubas also suggested forming a new committee to do a quick survey to help with decision-making for next year’s event.
- 6:40 p.m.** Policy Committee Report: Committee did not meet.
- 6:41 p.m.** Member Loan Committee Report: Gail Kendall, Miles Bryant, Sara Moshman, Ingrid Kirst, Margot Conrad, Jim Nelson, Bob Hutkins and Keith Dubas met twice. Meetings were for discussion of training re: calling and scripts.
- 6:45 p.m.** GM Evaluation and Salary Committee Report: Keith Dubas met with Colleen Nygren, and Committee will meet, no date disclosed.
- 6:46 p.m.** Board Officer Elections: Chair, currently held by Keith Dubas who is willing to serve for another year. Miles Bryant is interested but not this year. Vice Chair, currently held by Alene Swinehart, who is taking a leave of absence. Scribe, currently held by Tim Arkebauer, who is willing to continue to serve. Alisa Kushner nominated a slate for another year with the above people to continue in their current positions, and Mary Jane Gruba seconded with a consensus.

**6:50 p.m.** Brainstorming: Website and access to the Board discussed. Responsibility of website information and update discussed. Importance of website and its use as “free advertising” discussed.

**6:55 p.m.** Board Members Actions: Volunteering needed for the month of November discussed, specifically the week before Thanksgiving, especially the two days prior. Board Members signed up for specific dates and times to volunteer. Keith Dubas will make a spreadsheet of volunteer’s times and dates and email it as a reminder.

**7:15 p.m.** Adjourn

Respectfully Submitted,  
Mary Rachael

**Next Meeting:** December 1, 2008 from 5:30 to 7:30 p.m. at Irving Rec Center