



HGC Board Meeting Minutes  
701 Second St. 6:30pm  
06/13/2017

**1. Call to Order 6:35 pm**

**Board members present:** Katie Nelson-Heil, Carol Zempel, JoAnna Demulling, Sarah Atkins, Michelle Sjobeck

**Board members absent:** none

**2. Approval of Minutes**

**a. Review and approve May minutes -**

Changes approved - Sarah motion to approve, Michelle second

**3. Approval of Agenda**

JoAnna motion to approve, Sarah second

**4. Owner forum**

none - no owners were present

**5. Board Reports**

**a. President's Report**

**i. Director Vacancy** - Nick Meurett has resigned from the Board due to additional work responsibilities, but is available to volunteer at co-op events

**ii. Board Committee Assignments**

Carol will assume role as chair of Steering Committee to replace Nick. Steering Committee will resume meeting on the 3rd Wednesday of the month. Carol will continue as Chair of Marketing until a new Chair is named.

**b. Vice President's Report** - none

**c. Treasurer's Report**

- Sarah will send a correction for the December minutes; the dollar amount is incorrect. The request for a change was sent to Carol, and the December 2016 minutes were revised to clarify the dollar amount balance for the grant money.

- Seed Grant Request for Educational Expenses has been submitted. Reimbursement of \$2592.50 is expected from FCI leaving a balance available of \$1549.38.

**d. Secretary's Report**

**i. 5/9 Action Items** - reviewed, and updated below

**e. Other Director's Report** - none

**6. Old Business**

**a. Review project plan (Carol)** done and new items will be added. Will be reviewed for status at each meeting going forward

- reviewed tasks and target dates with Board and updated. Project plan is saved in separate Google Drive folder labeled 'Project Plans'

**7. Committee Reports**

**a. Ownership & Volunteers**

**i. Approve New Owners 478 - 491.**

Michelle motion to approve JoAnna second

478	Joceyln Young Hanson and Jeff Hanson
479	Emily Brown and Samuel Urman
480	Laura and Carol Milano
481	Amy and Joe Donohue
482	Cheryl Harbeson and David Petrich
483	Lori and Jeffrey Madden
484	Brenda and Dennis Daubenspeck
485	Sarah and Andy Piepel
486	Kelsey Jurek
487	Christy and Karl Volk
488	Ryan and Heather Pomeroy
489	Robin and Mark Arneson
490	Heather and Don Milbrath
491	Gary Borglund and Lynn Wakefield

**b. Marketing & Communications -**

Marketing should bring ideas to the July meeting for events for next fiscal year based on previous year's events. There was a suggested budget of \$2,600 for the 2017 - 2018 fiscal year.

- **Spring to 500 Update** - campaign is going very well! Looks like we will meet our goal of 500 Owners.

**c. Steering** - no updates. There will be a meeting on June 22nd.

**8. New Business**

**a. Budgets for Upcoming Year** - due, and to be discussed at the July meeting

**b. Committee Charters** - review in the next committee meeting for O/V and Marketing

**c. Annual Goals** - due, and to be discussed at July meeting

**d. Board Training** - will be budgeted by Steering Committee

**e. Board retreat/working session**

Purpose of meeting is to review co-op policies, and all documents in the Board binder.

Scheduled for Wednesday, 6/28 at 5:30pm @ Sarah's office

**f. Question from Sarah regarding the status for updating the Google Plus page:** Katie and JoAnna have been working on this. It's a time-consuming process based on Google's requirements for changes and approvals

**9. Adjournment** 8:27pm

## Action items

Task / Action item	Assigned to	Due Date/status	notes
register for Booster Days parade on 7/1	Carol	completed and paid on 5/31/17	Carol paid by personal credit card and will submit expense report for \$104.50
solicit volunteers for Ultimissi Mutt Wash on 6/25	Sarah/Melanie	6/12/17 done on 6/20	
schedule a parade planning meeting	Carol	done	to decide on driver, vehicle, float trailer, theme, etc
solicit volunteers for the parade	Sarah/Melanie	6/20 Done	
research on CRM tracking system	Katie	pending	no new updates
report on capabilities of utilizing Google for contact management	JoAnna	pending	this capability is dependent on the CRM system
detail financial report	Sarah	done	report saved to Google Drive
research appropriate wording for owner agreement when signing up via website	Katie	pending	this items is reassigned to Steering Committee
update project plan	Carol	ongoing	plan will be revised and reviewed at each Board meeting
Update Google Plus page	Katie and JoAnna	8/15/17	
Annual goals and budget for 2017 - 2018 fiscal year	all committee chairs	7/11/17	present at the July board meeting