



HGC Board Meeting Minutes  
09/12/2017 6:00pm  
Pudge's upstairs meeting room

1. **Call to Order** 6:01pm

Attending: Katie Nelson-Heil, JoAnna Demulling, Michelle Sjobeck, Carol Zempel, Melanie Herberg

Absent: Sarah Atkins

2. **Approval of Minutes**

- a. Review and approve August minutes

JoAnna motion to approve, Michelle 2nd

3. **Approval of Agenda**

JoAnna motion to approve, Michelle 2nd

4. **Owner forum** -none

5. **Board Reports**

a. **President's Report**

i. **HGC Audit**

Katie and Carol met with a local CPA regarding an audit. This is a good business practice and to prepare for the future capital campaign. A full audit is not required and is cost-prohibitive. Rather, we can choose a limited audit to include review of HGC internal controls & processes. Detail can be further discussed in a working session. Decision: The Board unanimously voted to proceed and to meet with the CPA to get more information. Action: Katie will contact Board members with proposed dates for the meeting.

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

- c. **Treasurer's Report** - reviewed income statement and balance sheet. Action: request that Sarah provide general ledger detail for all July and August 2017 debits and credits.

d. **Secretary's Report**

i. Review project plan & action items

- update on Google + - it is not intended for start-ups that don't have a physical address, so we shouldn't be using it at this time. Katie has deleted the location information. Will keep checking to be sure that the location stops appearing when a Google search is done. Carol recorded this on the decision log tab of the project plan.
- regarding the opt out language for new owner name displayed on social media, JoAnna sent wording to the board last month. If a new owner signs up online, the welcome email will contain the opt out wording. Action: Task to social media subcommittee to update the website application to include the opt out language for the long-term.
- Board ranked remaining project plan tasks as high, medium, low. Carol to update project plan accordingly.

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

## 6. Old Business

### a. Board Transition Planning

- i. **Transition of Owner Info to Google Drive (Full export).** This will include a complete download to Excel of all owner information that is currently stored in the ACT database. Decision: The Board unanimously voted to proceed with this task. Deadline to complete is 10/31/17.
- ii. **Transition of HGC Financial Data to Google Drive.**
  1. The financial data is currently held in Sage, and needs to be downloaded to Excel including all ledger account detail of debits and credits from the start of the co-op. Decision: The board unanimously voted to proceed with this task. Deadline to complete is 10/15/17.
- iii. **Secure location for HGC protected information. (Usernames/Pwds)** Need a holistic view of user id's and password.
  1. After this information has been received, it can be held in a secure folder in the Google drive with a limited number of Board members who will be granted access. Action: Treasurer to provide this information to Board president.

## 7. Committee Reports

### a. Ownership & Volunteer

- O/V had small meeting last month with only Melanie and Tracy attending. Ideas were generated for branded give-aways, and a new table display. Transition to Melanie as new chair of O/V is 90% complete.

### b. Marketing & Communications

Committee members need to be mindful of responsibilities of marketing vs. O/V to prevent confusion. Carol to reiterate at the next Marketing committee meeting.

We discussed a suggestion for a portable garden bed table display. Good idea to have a new display to engage people at upcoming events like Winter Market and Spring Showcase. We'll hold off on ordering any branded items until we have current forecast vs. actuals budget information, and hold on requesting a volunteer to construct the new display until after the annual meeting.

### c. Steering

- i. Approve Revised Expense Reimbursement Form. Deferred.

## 8. New Business

### a. Annual Meeting Planning

- i. Finalize date for annual meeting . Agreed on 11/14 as the proposed date from 6 - 8 pm..
- ii. Board unanimously voted to approve Woodland Hills as a site for the meeting. Carol to contact them and reserve the large meeting room.
- iii. Steering will continue to work on the timeline and execution of annual meeting tasks, such as soliciting for director candidates. Next Steering committee meeting is September 19.

9. **Closed Session** - no topics for closed session

10. **Adjournment** 7:23pm

Submitted by:  
Carol Zempel, Secretary