

PFCA2 BOD MTG Minutes

August 20, 2025

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Present: Susan Randall (President), Kelly Finnigan (Vice President), Jane Dixon (Treasurer), Dan Gannon (Secretary), Jaime Magiera, Laurin Gannon, Kate Krauss, GM Clay Briegel

Board of Directors Meeting					
Wednesday, August 20, 2025, 6:30pm - 8:30 pm - Via Zoom					
https://us06web.zoom.us/j/84438720433?pwd=txC8TlaeCcTFBg1aZ5lxEwaU0mBmo.1					
Item	Item Title	POLICY	WHO ?	ACTION	MAT'LS
A	Agenda Review	G.4.1d/G.7.4	Board	Alignment	Agenda
B	Member Comments (10 minute maximum)	G.9	Attendees	Listen	None
C	Consent Agenda: July Minutes; Absences; Community Outreach Report	G.7.7	Board	Approve	Minutes, Attendance, C1, C2
D	President's Report/Announcements/Future Scanning	Board	All	Info share	None
E	GM's Report	G.2.2, M.4	GM, Board	Q/A	E1
F	Financial Reporting	G.2.2, M.4	GM, Board, Jane	Q/A, Review and approve	F1, F2
G	Working Capital Campaign: Budget authorization for Thank You Reception		Susan	Alignment on TY event	G1, G2
H	Fall Board Retreat - date options / focus		Susan and All	Discuss date/focus	H
J	Facility Future Ad Hoc Committee - member appointment		Kelly	Approve	
K	Task List Review/Future Meeting Date	Board	Secretary	Set	Task List
L	Executive Session - Real Estate and Personnel Matters	Board	Board	Enter	None
M	Adjournment	Board	Board	Adjourn	None

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At 6:34pm, SR called mtg to order

DG to take notes

KK moved to approve minutes from June mtg; JM 2nd; unanimous yes

Member comments: no additional members present

Consent agenda: **JM moved to approve consent agenda;** LG 2nd; unanimous yes

GM report (CB): 5.6% sales growth over year prior for Q2; labor costs down; swinging into back to school mode with BOGO sales

Financial report (CB): covered in GM report

JD moved to accept 2025 Q2 financial statement from FMS; KF 2nd; unanimous yes

Working capital campaign (SR): request of \$465 budget modification for food and drink for thank you event to be held 8/28/25 from 5:30-7pm at Tea Haus satellite social room; reviewed board expense 2025 budget vs YTD actuals

LG moved to authorize adjustment to “Committees” line in governance budget; JD 2nd; unanimous yes

Board retreat (SR): proposed dates presented and JM to send out Doodle poll; location TBD

Facility Future Committee (KF): suggested appointment of Lee Herman to committee, contingent on signature of confidentiality agreement

JM moved to add Lee Herman to Future Facility Committee; KK 2nd; unanimous yes

Next mtg date: conversation around in-person or virtual, decided to keep with virtual; 6:30-8pm Sept 17

Due Date	Responsible Party	Task
	Kelly & Susan	Contact Lee and secure confidentiality agreement
	Jaime	Put out doodle poll for retreat date
	Kate, Jaime, Susan	Explore retreat locations

KK moved to adjourn mtg; JM 2nd; unanimous yes

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Mtg adjourned at 7:37pm

JM moved we enter executive session to address real estate and personnel matters; KF

2nd; unanimous yes

5min recess