

March 18 2026 PFC Board Meeting Minutes

Attending: Jaime Magiera, Dan Gannon, Susan Randall, Kate Krauss, Jane Dixon

Absent: Laurin Wolf Gannon

Staff present: Clay Briegel, Kelly Williamson

President Susan Randall called the meeting to order at 6:48pm on zoom.

Mission					
<i>The People's Food Co-op of Ann Arbor provides our community with accessible, sustainable, local food and household products as an economically just, member-owned business.</i>					
Board of Directors Meeting Agenda					
Wednesday, March 18, 2026, 6:30pm - 8:30 pm - Via Zoom Meeting ID: 844 3872 0433					
Item	Item Title	POLICY	WHO ?	ACTION	MAT'LS
A	Agenda Review	G.4.1d/G.7.4	Board	Alignment	A1
B	Member Comments (10 minute maximum)	G.9	Attendees	Listen	None
C	Consent Agenda: February Minutes; Absences;	G.7.7, By-laws VI.6.2	Board	Approve	C1
D	Announcements/Future Scanning/Columinate Training	Board	All	Info share	None
E	GM's Report	G.2.2, M.4	GM	Q/A	E1, E2
F	Financial Reporting - January, 2026; 4th quarter 2025	G.2.2, L.2, M.4	GM, Treasurer	Q/A, motion to Accept	F1, F2
G	GM Monitoring: Ends	E.9	GM	motion to Accept	G1
H	Annual Meeting April 16 - Theme, Notice to Members, Annual Mtg Report, Set Business Meeting Agenda	By-law IV.1	Kelly F.	Review	H1
I	Elections: candidates; election newsletter; voting logistics	By-law V.4, V.5	Jaime M.	Review	J1, J2

J	Online collaborative communication tools: needs/challenges/priorities		Dan G	Discussion, next steps	None
K	Schedule Executive Session of Board - April 20 to 30		Susan R.	Set Date/Time	
K	Task List Review/Regular Meeting Date - May 20, 2026	Board	Kelly W.	Set	Task List
M	Adjournment	Board	Board	Adjourn	

A. No changes to agenda, approved as distributed.

B. No members present for comments.

C. Consent agenda: Jaime moved to approve the consent agenda (Feb mins + absences), Kelly seconded, motion carried unanimously.

D. Future scanning:

- Dan talked with co-op business neighbors about working together on sculpture garden in the plaza outside the co-op.
 - Susan will send Dan business card for Amber Miller of Ann Arbor Downtown Development Authority re offer to purchase plants for the space.
- Kate reported on the Ladder Up grant opportunity being offered by Schipt. Small food businesses nationwide are being invited to apply for eight weekly sessions of training/technical assistance on marketing, access to capital, and operations. If selected and participating in all 8 sessions (90 minutes each), each grantee will receive \$5,000 to utilize as they decide. Kate and Susan collaborated on the application and Kate has submitted it.
- Susan noted a Columinate training opportunity open to Board members. Dan noted that he had signed up for one focused upon small store start-ups.
- Kelly Williamson announced gift cards per PFC policy for quarterly distribution are available beginning March 23rd at the check-out register...ask for it from the Manager on Duty. Kelly W will send an email reminder with the ask list.

E. GM Report- Clay noted that the Payroll & Benefits manager has resigned. He also noted that the furnace repair referenced at last month's meeting is PFC's responsibility, not the landlord. He also noted new local vendors with products at the store.

F. Financial Reports - Clay reviewed the January report. Jane moved to receive and file the January financial statement, Jaime seconded. Unanimously approved.

Clay discussed quarter 4 2025. There is improvement over FY 2024 but still more work to achieve profitability. Dan moved to receive and file the quarterly financial report, Jaime seconded. Unanimously carried.

G. GM Monitoring - Ends: Clay discusses. Jane, Susan and Dan offer comments. Susan suggests finding measurable metrics to indicate compliance for future reporting. Jaime moved to accept Ends report as 'in compliance'; Kate seconds. Unanimously carried.

H. Annual meeting is April 16th, Kelly F discusses the plan, and moving the business portion of the meeting to the beginning. Kelly F will follow up with Clay about possibly providing product samples from store vendors for the annual meeting.

Jane moves to set the agenda for the annual meeting as presented in the Board packet; Jaime seconded. Unanimously carried.

I. Jaime is the new chair of the elections committee. Jaime discusses candidates for board service. Kate discusses another candidate that Susan is meeting with and Susan noted outreach underway with another potential board candidate.

J. Dan discusses online communication tools. Dan will spearhead reconfiguring google drive, calendar, and process of streamlining productivity for meetings, plus enhance the ability for Board members to reply with a Co-op email address rather than their personal email.

K. Scheduling an executive session following the annual meeting: will circle around pro forma results. The next regular meeting will be May 20 with new board members present. That meeting will be when officers are selected. All Board members indicated agreement to hold an in person meeting in May.

Jaime will consult with Clay about zoom issues.

Jaime moved to adjourn, Jane seconded; the motion carried. Adjourned at 8:21 pm.

Minutes recorded by Kate Krauss until 6:51p.m., then by Kelly Williamson.