People's Food Co-op Board of Directors

Minutes of September 16, 2026

Board Attendance: Jane Dixon, Susan Randall, Betsy Williams, Kelly Finnigan, Lee Herman, Kate Krauss, Jaime Magiera

Absent: Bobbi Coluni,

Staff Attendance: Clay Briegel, Ken Davis

Members attending: Ana, Kristen & Chase

Meeting called to order by President Jane Dixon Via Zoom at 6:32 p.m.

.

AGENDA

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: August Minutes; Absences; Community Outreach Minutes, Nom Elec Minutes	G.7.7	Board	Approve	Attendance, C1, C2, C3
D	President's Report/Announcements/Future Scanning	Board	All	Info share	
E	GM's Report & Marketing & Outreach Report	G.2.2, M.4	GM, Board	Q/A	E1, E2, E3
F	Reporting on Executive Limitations for Financial Condition and Activities	L.5	GM	Review and approve	F1
G	Reporting on Executive Limitations Emergency General Manager Succession	L.6	GM	Review and approve	G1
H	Good Food Fund Seed Award Application		Vice President	Discuss	None
I	Fall Retreat Planning		President / Board	Discuss	
J	Open Board Position/Open Committee Position	Bylaw 5.9	Susan/Jaime	Discuss	C3
K	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
L	Adjournment	Board	Board	Adjourn	None

A. Agenda MOTION: Jaime moved to approve the agenda as distributed; Kelly seconded. Motion carried unanimously.

B. Member Comments: Ana, Kristen & Chris member present. No member comments

C. Consent Agenda: MOTION: Jaime moved to approve the consent agenda– August Board minutes and August absences, Community Outreach Minutes, Nomination and Election Minutes. Lee seconded. No discussion. Motion carried unanimously.

D. President's Report/Announcements/Future Scanning: Jane noted the fall retreat item that would be addressed later; Jaime provided a reminder about the upcoming Mayor's Green Fair on Friday the 18th, noting that PFC plans to participate.

E. GM's Operations Report/Marketing & Outreach: Clay reviewed his written report provided to Board members. The ongoing construction impacting 4th Avenue was noted. DTE is the contractor using the space; despite inquiries, it is not clear how much longer. Clay announced PFC had a successful membership drive that brought in 24 new members. Negotiations on a new 3-year contract with United Food and Commercial Workers Union is wrapping up; the negotiations were amiable. Clay provided updates on ongoing outreach efforts including coupon distribution to student housing, a table at the Mayor's Green Fair, and a planned store tour from visiting co-op founders in St. Petersburg, Fla.

July Financial Performance Review: The FMS accountant's report for July was reviewed. Lee asked about FMS's cover letter to the monthly Financial Statements regarding reporting on cash flows. Clay referred the item to Finance Coordinator Krintina Weber. Lee will follow up with Kristina and FMS.

F. Reporting on Executive Limitations for Financial Condition and Activities: The board reviewed revised language for co-op profitability reporting, with Clay reporting non-compliance in Q2 due to unprofitability. Lee requested adding cash balance dates to the data reported and including days cash on hand metrics in future reports, which the board accepted as enhancements.

MOTION: Lee moved to approve the L.5– Revised language for co-op profitability reporting as presented. Jaime seconded. No discussion. Motion carried unanimously.

G. Reporting on Executive Limitations Emergency General Manager Succession: The board reviewed Clay's written report naming two specific staff members to handle emergency responsibilities in his absence. Clay confirmed they were aware of this report statement and were willing to serve.

MOTION: Jaime moved to approve the L.6– Emergency General Manager Succession report. Lee seconded. No discussion. Motion carried unanimously.

H. Good Food Fund Seed Award Application: The group discussed applying for the Michigan Good Food Fund Seed Award, with a maximum amount of $20,000 and a September 28th deadline. Kelly volunteered to lead the application process, and Jaime suggested consulting with Clay to prioritize how the funds would be used.

I. Fall Retreat Planning: The board discussed plans for their November 14-15 retreat, agreeing on Saturday from 10am to 3pm and Sunday from 10am to 2pm at the Coop Educational Center (if available - Jaime will confirm). The Board aligned on focusing the retreat on broader community outreach strategies, networking with strategic partners, and defining the co-op's presentation/message to the community. Jane will discuss these topics further with Ben Sandel, Columinate consultant who will facilitate the retreat.

J. Open Board Position/Open Committee Position: The board also approved sending an email to the membership from the Board announcing an open board seat with 2.5 years remaining, and inviting interest. A member volunteer is also needed to fill an off-board position on the Nominations and Elections Committee. Board members were asked to consider this and suggest candidates to Susan/Jaime.

K. Task List Review:

Clay/*OC	Contact U of M Student Farm for partnering opportunities: * Outreach Committee: Kelly, Betsy, Bobbi
Lee/Kristina	Research and clarify the non-standard cash flow statement language in FMS's financial statements.
Lee	Ensure the final Wagner report is linked and available to all board members, preferably in the Finance Committee folder.
Susan	Update the official board policy language for L3 to include the amendment regarding use of reserves, as per the approved August minutes.
Susan/Jaime	Draft and send a member-wide email announcing the open board seat and inviting member interest, and create a new email address for responses. Bring a proposed election calendar and revised Nominations and Elections Committee charter to the October board meeting for approval.
Jane/Jaime	Follow up on PFC Board retreat planning: Jane coordinate with Ben on agenda; Jaime confirm Coop Education Center for location.

Adjournment: Jaime moved to adjourn the meeting, seconded by Betsy. Motion carried.

The meeting adjourned at 7:43 pm.

Minutes recorded by Administrative Assistant Ken Davis

Reviewed and edited by BOD Secretary Susan Randall