

People's Food Co-op Board of Directors Meeting									
Wednesday, June 19, 2019 at 6:30pm, St. Andrews Church									
Start	End	Item	Time	Item Title	POLICY	WHO ?	ACTION	MAT'LS	
6:30	6:32	A	2	Agenda Review	G4.1d/G7.4	All	Alignment	Agenda	
6:32	6:42	B	10	Member Comments	G9	Attendees	Listen	None	
6:42	6:48	C	6	Announcements/Future Scanning/ President's Report	Board	All	Info share	None	
6:48	6:50	D	2	Consent Agenda: May Minutes, Absences, Committee Reports, L.4.10, Annual Meeting Minutes	G.7.7	All	Approve	Minutes, Attendance, D1, D2, D3	
6:50	7:00	E	10	Questions and Comments on GM Report, Treasury and Finance	G.2.2,M.4	Angie	Questions, Comments	E1a, E1b, E2	
7:00	7:05	F	5	L.4.1 Review		Angie	Approve	F1	
7:05	7:10	G	5	Member Database Proposal		Angie, All	Discuss, Approve	G1a, G1b	
7:10	7:15	H	5	Authorization to Change Bank Signers		Angie, All	Approve	H1	
7:15	7:20	I	5	L.2, L.5, L.7 Postponement		All	Table	None	
			5	BREAK					
7:20	7:30	J	10	Ends Review	G4	All	Discuss	None	
7:30	7:45	K	15	New Finance Committee		All	Discuss	None	
7:45	7:50	L	5	Task List Review/Future Meeting Date		Rosie	Discuss	None	
7:50	7:55	M	5	Meeting Evaluation		All	Discuss	None	

**People's Food Co-op
Board of Directors Meeting Minutes – June 19, 2019**

Location: St. Andrews Church, Division St.

Attendance

Board Members Present:

Jaime Magiera (President)
Ray Anderson (Vice President)
Hannah Davis (Treasurer)
Amanda McCreless (Secretary)
Steve Rich
Gaia Kile
Mary Rooney

Also attending:

Angie Voiles, General Manager
Paula Gilbertson, NCG

Call to order – Jaime called the meeting to order at 6:33pm.

Agenda Review – No changes.

Member Comments – No member comments.

Announcements, Info-Sharing, Future Scanning, President's Remarks – The Ann Arbor Summer Festival (aka Top of the Park) had a zero-waste initiative this year, with a team of volunteers every day ensuring proper recycling and compost streams; there could be some opportunity for PFC to take advantage of that opportunity.

PFC was at the Green Fair on June 14. A lesson from other booths is that gamifying messages is fun and seems to work.

The Sierra Club had their meeting last night, where they had a representative from the Huron Waterloo Pathways Initiative, who have been extremely successful in fundraising for the Border-to-Border Trail. There was general agreement that having them as a guest speaker in August would be beneficial.

Monday was Angie's 17-year work anniversary with PFC.

Retreat planning needs to start soon. Sometime in August or September, the Board will have a discussion session, a few hours long.

Steve Rich announced that he will be leaving the Board after September, but will still be involved in committee work.

Consent Agenda – There was a typo in the annual meeting minutes. **Ray moved, Gaia seconded to approve the consent agenda. All in favor (7/7), motion carried.**

Questions and Comments on GM Report, Treasury, Finance – Coupons were distributed to neighborhoods approximately within 0.25 mile radius of PFC, and redemption rate of those coupons were quite high. This will be attempted again with a 1 mile radius.

Steve asked how the insurance company responded to the recent power outage at PFC. Angie responded that they are still working on it. Paula gave the opinion that because the power outage was caused by a very specific external thing (truck hit a utility pole), the insurance company should be fighting for PFC. Steve followed up with asking about morale in these situations. Angie responded that her impression was that everyone was willing and ready to help. The kitchen team probably suffered the most because they lost most everything, but they bounced back with a beautiful new hot bar.

Jaime asked if the sporadic member equity refund requests correlated with anything else. Angie provided a narrative of major community events (e.g. end of school) and major communication events.

There was discussion about the use of PayPal and new member sign-up.

Mary asked about partnering with the University and the other co-ops. The University of Michigan is not currently accepting new vendors for use by students' food cards. PFC frequently mails and speaks with the housing co-ops in the area.

There are fewer local bread wholesales these days, so PFC uses mostly national brands right now.

Staff have been great about being efficient with their labor. Basket sizes are still up.

L.4.1 – Mark asked about opportunities for reducing labor costs. Amanda responded that a different space would improve efficiency of stocking.

The recent addition of another marketing employee should help improve sales, as well as reevaluating product pricing. Gaia asked about the issue of running out of product on shelves, and how much of that

problem is a spatial issue. Angie responded that there is definitely a problem with storage and stocking space, but also a few shelves of storage space were recently added, and there is hope that that will help ease this problem.

Hannah moved, Steve seconded, to accept L.4.1 as non-compliant. All in favor (7/7), motion carried.

Member Database Proposal – In his research, Jaime was unable to find any problem with the request at hand. **Steve moved, Ray seconded, to accept the member database proposal. All in favor (7/7), motion carried.**

Authorization to Change Bank Signers – Tabled to next meeting.

L.2, L.5, L.7 Postponement – **Jaime moved, Amanda seconded to postpone L.2., L.5, and L.7 review to July.**

L.9 Acceptance – Jaime moved, Hannah seconded, to add L.9 acceptance to the agenda. **Amanda moved, Steve seconded to accept the new L.9 policy.** Ray initiated discussion. The previous L.9 policy was “ugly.” **All in favor (7/7), motion carried.** There was discussion about when L.9 should be reported; it was scheduled for October. **Jaime moved, Gaia seconded to move L.9 reporting to September. All in favor (7/7), motion carried.**

Ends Review – The Great Lakes Co-ops GMs are trying to align as a group and have some meetings about diversity and inclusion.

New Finance Committee – The finance committee was dissolved recently because the whole Board should be financially literate; most co-ops get financial information directly from the GM instead of a finance committee, which is what this Board has shifted to in the last few months. If a new finance committee is created, a new purpose needs to be set.

The new finance staff is ready to report at the same level of detail as the former finance staff did.

Jaime asked the Board if they felt they were getting sufficient information from Angie. Steve mused that he is getting more comfortable with the way financial reporting is done, but a big-picture narrative to the public is missing. Hannah mentioned being able to see trends over the course of many months—like those in quarterly reports—is useful. Paula explained that it is usually the Treasurer’s job to make sure the rest of the Board understands the financial reporting, whether through individual understanding or committee. She continued that with new information coming in from RFS, the GM’s reporting is going to improve. Hannah asked about responsibilities around communicating financial information to member-owners. Paula supported this idea as responsibility of the Treasurer, especially at the annual meeting. Treasurers also aid with Board budgeting. Steve wants to make sure that he can intelligently communicate the state of financial affairs of PFC to anyone who asks.

The Board is going to invite some speakers knowledgeable about finance.

Task List –

- Jaime will ask Jade for some dates for the next retreat
- Jaime arrange Doodle Polls for retreat and mini-retreat
- Angie will investigate the function of collecting members’ SSNs

- Steve will talk to individuals from SPARK and the Hands On Museum about speaking to the Board
- Jaime will upload proposal for July
- Jaime reach out to HWPI
- Amanda and Mary to start reviewing G policies (G.8-G.14), done in September. Gaia will help guide alignment with template. Check-ins required.

Future Meetings— The next Board meeting is scheduled for July 17, 2019, back at St. Andrews Church.

Meeting Evaluation –

- Slick, bouncy meeting
- The extra meeting time felt necessary
- Maybe a little tangential
- Good!
- Helpful things
- Welcome Hannah!
- Digital needs need to be smoothed out

Executive Session – **Gaia motioned, Hannah seconded to the general session and enter executive session for legal, financial, and personnel matters . All in favor (7/7), motion carried.**

Adjournment – **Ray moved, Gaia seconded to adjourn the meeting. Meeting adjourned at 8:19pm.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrator acting as Board Secretary