

Start	End	Item	Time	Item Title	POLICY	WHO ?	ACTION	MAT'LS
6:30	6:32	A	2	Agenda Review	G.4.1d/G.7.4	All	Alignment	Agenda
6:32	6:42	B	10	Member Comments	G.9	Attendees	Listen	None
6:42	6:48	C	5	Announcements/Future Scanning/President's Report	Board	All	Info share	None
6:48	6:50	D	2	Consent Agenda: February Minutes, Absences	G.7.7	All	Approve	Minutes, Attendance
6:50	7:00	E	10	Questions and Comments on GM, Treasury and Finance Report	G.2.2, M.4	Angie, All	Q/A, Approve	E1, E2 (pdf + excel)
6:50	6:55	D	5	New NCG Agreement Approval		Angie	Questions, Approve	F1, F2
6:55	7:05	E	10	Disaster Planning		All	Plan	
7:05	7:20	D	15	Multi-Year Plan		All	Discuss	
7:05	7:10	E	5	Break				
7:10	7:25	D	15	Election, Board Member Recruitment		All	Discuss	
7:25	7:35	E	10	Annual Meeting		All	Discuss, Plan	
7:25	7:45	D	20	Member Communication & Engagement		All	Discuss	
7:45	7:50	E	5	Ends Review: 5 through 7		Jaime, All	Discuss	See Ends
7:50	7:55	D	5	Task List Review/Future Meeting Date	Ends	All	Discuss	
7:50	7:55	E	5	Meeting Evaluation	Board	All	Discuss	
7:55	7:56	D	1	Adjournment	Board	All	Approve	

**People's Food Co-op
Board of Directors Meeting Minutes – March 18, 2020**
Location: Virtual Meeting, Bluejeans

Attendance

Board Members Present:

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

Also attending:

Angie Voiles, General Manager

Call to order – Jaime called the meeting to order at 6:34pm.

Agenda Review – The Board will increase the time allotted for Disaster Planning and decrease the time for Multi-Year Plan. **Mary moved, Hannah seconded to accept the agenda. All in favor (7/7), motion carried.**

Member Comments – No members present. Jaime did read some emails he received from members over the past month. One email was a request to waive the new membership payment due to a promise she had received in the 1980s that if she donated money to PFC, she would be a “lifetime member.” A second email asked how PFC was working to support the community during this national crisis, as well as for employees.

A few employees have called off due to cold-like symptoms, and Angie and other staff are crafting a leave policy. Certain actions are dependent upon the national government's response.

The Board discussed who to talk to further about the event in the 1980s.

Announcements, Info-Sharing, Future Scanning, President's Remarks – A fundraiser is occurring locally for paying service employees who have had their hours cut due to the pandemic. A "Washtenaw County Mutual Aid" Facebook group was set up for people to share resources during this time.

Last week showed a 57% sales increase from last year's same week. Gaia reported that a co-op in Oregon he visited also saw increased sales last week as well.

Executive Session – Due to one of the Board members needing to leave early, **Jaime moved, Hannah seconded to go into an executive session for personnel reasons. All in favor (7/7), motion carried.** Public meeting resumed at 7:03. Gaia left.

Consent Agenda – There was a change to the minutes: the motion under L.41 carried. **Hannah moved, Ray seconded to approve the consent agenda as amended. All in favor (6/6) motion carried.**

Questions and Comments on GM Report, Treasury and Finance – Angie reported that not much had changed with union after the GM Report was written; the union voted in support of the contract, and the wage change is just being more slowly rolled out. Leah asked if wage changes would be affected by sales/income. Angie replied that if the business is in under extenuating financial circumstances, the conversation can be had that wages are affecting finances, but hopefully that conversation can be avoided. Angie has been on the floor of the store more lately due to filling in for sick employees. Sales is still up this week, but not to the extent last week; hopefully it will be less of a staff strain this week. There were no refund requests during the reporting period, but they are not processed until a few are gathered. Jaime asked about the status of an online form for new membership. Angie replied that it's on the to-do list, but there are still major questions to be answered about the information collected for membership. Gaia asked if Angie thought if any of the bump of sales last week included any new shoppers. Some light analysis revealed that most were members and regular shoppers, but there were definitely some new customers.

Angie told the board that one PFC member requested to telecommute, and there is one email list import project she could do remotely for the Board list. This would involve taking member information into private hands and requires Board review. The Board replied that if the GM is interpreting that the action does not compromise the data, then they rely on the GM's opinion. **Hannah moved, Ray seconded to accept the GM and Treasury and Finance Reports. All in favor (6/6), motion carried.**

Membership Agreement with NCG – Member agreement with NCG. One major change from previous member agreements is that the confidential aspects of the agreement were moved to another location, so the bulk of the agreement could be shared with member-owners. **Hannah moved, Leah seconded to approve signing the membership agreement with NCG. All in favor (6/6), motion carried.**

Disaster Planning – Angie is keeping all relevant documents pertaining to the pandemic situation for future reference. As time goes on and if recommendations from relevant sources change, even more measures may be taken. For example, other co-ops have enforced no reusable containers and have had staff distribute bulk goods. PFC staff have been working very hard. In terms of the GM's work, she is

prepared to work from home, and there is always a succession plan for the GM. It has not been Angie’s priority to implement external community support measures while store operations are still getting settled. PFC will not at this time be implementing staff personal shopping with curbside service at this time, as it is a labor intensive endeavor. Adding volunteers would also be a logistical challenge.

The Board talked about how and what they would like to communicate with member-owners. The Board will create an email to send to member-owners, even if it’s similar to the emails all other businesses have been sending. A Board could have a particular impact on the message of community unity and the morale of staff by thanking them. The Board does think they could leverage the member-owners’ values, potentially by providing the opportunity for them to volunteer to shop for other member-owners who may be sick or wary of going out.

Elections and Board Recruitment – The newsletter will be emailed tomorrow or Friday. Typically, in store, there are paper ballots and a computer available for voting. Angie strongly recommends to remove the in-store computer option for health reasons, and because people who will vote digitally will just do it from home. Usually, the Board meets to count paper ballots. Instead, they will count ballots individually, and pass them around.

Annual Meeting – The Annual Meeting for this year will be cancelled, physically, and the Board needs to deliver that message publicly. The Board has to have some live, interactive element to the meeting, in case enough member-owners attend to make some sort of vote. The Board discussed which parts to record ahead of time if any, which platform to use to stream (Bluejeans), whether to record the meeting (no), and whether to bring in the guest speaker (no).

The Board has promised a donation to the Detroit food co-op if the guest speaker came to the annual meeting. The Board will honor that promise, regardless of whether they have the scheduled guest speaker speak.

Member Communication and Engagement – The Linkage Committee changed its meeting day to the 4th Tuesday.

Ends Review – **Jaime moved, Hannah seconded, to amend the agenda by removing Ends Review. All in favor (6/6), motion carried.**

Task List –

Assigned Date	Due Date	Lead	Task	Status
12/18/2019	01/09/2020	Ray, Angie	Newsletter blurb about compostable bag data and info	Underway
12/25/2019	1/15/2020	Jaime	Add Task responsibility to new Board appendix	Underway
12/26/2019		Jaime	Continue to engage with the City of Ann Arbor on being a partner in sustainability	Underway

12/27/2019		Jaime, Angie	Continue to reach out to appropriate parties about engaging in local businesses	Underway
12/29/2019		All	Develop a format for L.4.1 that the Board would like and submit it to GM	Underway
12/30/2019		All	Put more people into spreadsheet to talk to for visioning	Underway
12/31/2019		Vision subcommittee	Create document about vision Add to said document	Not started
01/03/2020	12/22	Rosie	Update policies in master doc and website	Underway
01/26/2020		All	Add all recruited/desired people to google doc that tracks this.	
01/26/2020		Jaime	Contact Food Summit about recruitment	
01/26/2020	04/01	All	Vision plan document for annual meeting	
01/26/2020		All	Think about quarterly newsletter possibility	
02/19/2020		Ray, Jaime, Amanda	Help Amanda with thank you letters to staff party donors	
02/19/2020		Mary	Find/send out more information about volunteering at the A2 Summer Festival, for their zero-waste program	
02/19/2020			Let Gaia know if you're interested in attending the Circle Pines events	
02/19/2020			Think about Wisconsin conference	
02/19/2020			Let Jaime know if you're interested in the Local Food Summit	
02/19/2020			Decide which third-party to review the Multi-Year Plan	
02/19/2020		Everyone, Jaime	Take financial literacy webinar. Jaime sent info out.	
02/19/2020		Rosie	Add events tab	Done
02/19/2020			Board vote on nominations by midnight 02/20/2020	
3/18/2020		Jaime	Research how "lifetime membership" was promised	
3/18/2020		All	Work on Google doc email to Board list about pandemic.	
3/18/2020		All	Get language together for social media post about volunteering for shopping.	
3/18/2020		All	Discuss, create, and practice Annual Meeting presentations.	

3/18/2020		Ray	Share document from Tiffany to the Board and add Tiffany to Linkage email list.	
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Future Meetings— The Annual Meeting is April 15, and this will take the place of the April regular Board meeting. A working session will take place on March 8 to prepare for the Annual Meeting.

Meeting Evaluation –

- Good job navigating meeting, less talking over each other
- Got a lot done
- Nice to have connection to folks at this time
- Doing new things in new ways

Executive Session – **Jaime moved, Ray seconded to move into executive session for financial matters. All in favor (6/6), motion carried. Jaime moved, Ray seconded, to move into a second executive session for Board matters. All in favor (6/6), motion carried.**

Adjournment – **Mary moved, Amanda seconded to adjourn the general meeting. Meeting adjourned at 9:07pm. All in favor (6/6) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary