

**People's Food Co-op**  
**Board of Directors Meeting Minutes – June 17, 2020**

Location: Virtual Meeting, Bluejeans

Attendance

*Board Members Present:*

Jaime Magiera (President)  
Ray Anderson (Vice President)  
Hannah Davis (Treasurer)  
Amanda McCreless (Secretary)  
Mary Rooney  
Pat Zabaya  
Victoria Westman

*Not Present:*

Danielle Falcon

Also attending:

Angie Voiles, General Manager

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

Agenda Review – **Ray moved, Hannah seconded to accept the agenda. All in favor (7/7), motion carried.**

Member Comments – No member-owners present.

Announcements, Info-Sharing, Future Scanning, President's Remarks – Hannah collected ideas from the Board vis-à-vis disaster planning; a relevant ad-hoc committee should be formed, to guide Board's actions. Mary worked on the orientation plan. Jaime talked about an article about the relationship between grocery stores and black communities.

Consent Agenda – A small change will be made to the minutes, changing "CTMA" to "CCMA." **Amanda moved, Hannah seconded to approve the consent agenda as amended. All in favor (7/7), motion carried.**

Questions and Comments on GM Report, Treasury and Finance – Angie reviewed what the upcoming business plan—which had to be significantly updated because of COVID—is and when it will be ready. Angie updated the Board on the status of online ordering, which met some technical difficulties with updating stock, and how the staging of the ordering will be arranged in the deadspace of the café and prepared foods area. Delivery will be added via the ordering contractor. **Hannah moved, Patrick seconded to accept the GM/Finance Report. All in favor (7/7), motion carried.**

To End of Year Plan and Multi-Year Plan – The Board needs to get their plan together, with specific benchmarks. There was no plan for a long time; Angie was tasked with one, and had it almost done, but then COVID hit. Some benchmarks should be set for the next 6 months. Potentially, this could include 2

parts: one for the rest of this year, and one for after that time period. Angie reviewed what she read in co-op reports on this matter, which recognized that stakeholders will want multi-year plans, but business experts agree that, in the COVID situation, it is incredibly difficult to project an accurate future. These reports recommend doing quarterly plans. Angie confirmed her own data that current PFC trendlines change monthly, and she does not feel comfortable standing behind a projection beyond 3 months. Victoria thinks that focusing on the business model and keeping the business going is more important at this moment than planning. Pat continued that plans are good for visioning. Jaime reviewed some of the history of the purpose of the multi-year plan, which was the visioning that occurred over the last year, and the desire to move to a new building, requiring a solid financial plan. Ray expressed his concern about successfully selling any capital campaign, which should have a multi-year plan backing the need for the campaign. The general consensus of the Board is to have the GM prepare at least one short-term plan/report, outside of the multi-year plan. **Jaime moved, Ray seconded, to request that the GM submit to the Board a 3-month plan in July (July-September) and October (October-December) plan.** Discussion ensued. Victoria expressed concern about the amount of worktime this puts on the GM. Jaime responded that the GM has many resources available to her to make these plans. Mary and Jaime stated that having a plan is a Board fiduciary responsibility. **All in favor (7/7), motion carried.**

Prepared foods will be able to be delivered, but only particularly profitable foods.

Ends Policy #4 – *In our business and community, we work towards the elimination of institutional and structural racism and oppression.*

Historically, the Board has struggled to find meaningful ways to take action or measure this end, as a Board of Directors for PFC. Angie and Jaime clarified for the new Board members the differences among the Board policies. The Ends define goals, and the other ones set policy to ultimately work toward those ends, with benchmarks that are monitored. Ends are aspirational, and we should always be working to improve our meeting of them.

Points discussed:

- Ray reported that elimination of institutional and structural racism and oppression is concurrently a topic within the Linkage Committee.
- The Kalamazoo food co-op is very involved in this goal, and we should talk to them.
- The Board discussed adding a required, relevant learning course to Board onboarding.
- The Board should make sure in the future that, when reaching out to recruit new Board members, consider the diversity of who you think may be a good addition.
- Running for the Board is not an easily accessible choice; there is not comprehensive information available about who can run or how to run. Expanding the accessibility would expand the diversity of applicants.
- Define executive limitations
- Seek training for the existing Board
- Consistent, continued marketing messaging with anti-racist messages: how can this fit into existing communications?
- Partner with local farms
- Add this agenda item as a standing item

Ends Policies 1-4 –

- 1) *Through our products and services we promote local economy, environmental sustainability, health, and economic justice.*

PFC still partners with many local farmers and other vendors. Working on End 4 also works towards economic justice.

2) *We enhance and encourage cooperative community.*

The Board reached out to the ICC, but the responsible Board member has left, so the Board needs to work on that. PFC has partnered with the bike co-op.

3) *We foster participatory ownership through volunteer opportunities, educational experiences and cooperative governance.*

This has declined since COVID, but several initiatives were going on beforehand. The Board's request for people to shop for other vulnerable customers was met with many volunteers.

4 was discussed previously.

Multi-Year Plan –

Member Communication and Engagement –

Task List –

Assigned Date	Due Date	Lead	Task	Status
06/17/2020		Hannah	Draw up charter for Disaster Planning Committee	
06/17/2020		Hannah	Review PFC's disaster plan, and any templates	
06/17/2020		Mary	Explore available anti-racism learning courses for Board onboarding.	
06/17/2020		All	Iterate through/review Ends #4 bullet points. Define executive limitations.	
06/17/2020		Ray	Reach out to Kalamazoo co-op about how they are taking anti-racist action. Report back to Board.	
06/17/2020		Ray, Jaime	Reconnect with ICC	
06/17/2020		All	Follow up on assigned orientation sections	

Future Meetings— The next regular meeting is July 15, 2020. This will be a virtual meeting.

Meeting Evaluation –

- Appreciate that we are talking about Ends #4
- Welcome again to new Board members, and great job voicing thoughts
- Working slowly and steadily
- Good to put action to some critically important things
- Excited about the future of education
- Shout-out to Mary for working so hard

- Meeting moved at good pace

Executive Session – Jaime moved, Hannah seconded to move into executive session for personnel reasons. All in favor (7/7), motion carried.

Adjournment – Ray moved, Pat seconded to adjourn the general meeting. Meeting adjourned at 8:27pm. All in favor (7/7) motion carried.

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary