



Board of Directors Meeting

Wednesday, October 21, 2020 at 6:30pm, Virtual Meeting

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	6	Announcements/Future Scanning/President's Report	Board	All	Info share	None
6:48	6:50	D	2	Consent Agenda: September Minutes, Absences, Linkage Committee Report, Nominations Committee Report, L.9	G.7.7	All	Approve	Minutes, D1, D2, D3
6:50	7:00	E	10	Questions and Comments on GM/Finance Report	G.2.2, M.4	Angie, All	Q/A, Approve	E1a-d
7:00	7:10	F	10	3Q 2020 Operational Plan & Financial Budget	L.3	All	Update on progress	F1
7:10	7:20	G	10	Set Board Budget	G.8.2	Hannah	Discuss	G1
7:20	7:30		10	Break				
7:30	7:45	H	15	Ends Policy Updates Planning	Ends	All	Discuss	Ends Tab
7:45	7:50	I	5	Task List Review/Future Meeting Date	Board	Admin Asst	Discuss	
7:50	7:55	J	5	Meeting Evaluation	Board	All	Discuss	
7:55	7:56	K	1	Adjournment	Board	All	Adjourn	

**People's Food Co-op
Board of Directors Meeting Minutes – October 21, 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
- Danielle Falcon

Also attending:

- Angie Voiles, General Manager
- Lori Crall, Wellness and Customer Service Manager
- Kristina Weber, Finance Coordinator
- Susan Landauer, HR Manager

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

Agenda Review – GM Succession Approval was added to the agenda. **Ray moved, Hannah seconded to accept the agenda as amended. All in favor (8/8), motion carried.**

Member Comments – No member-owners present.

GM Succession Approval - Susan Landauer agreed to participate in the succession plan. Kristina Barbar agrees to participate in the succession plan. Lori Crall agrees to be part of the succession plan. **Hannah moved, Mary seconded to accept the succession plan. All in favor (8/8), motion carried.**

Announcements, Info-Sharing, Future Scanning, President's Remarks – October is National Co-op Month, so the press is covering cooperatives. Annual Report is not done yet. A letter was sent to the Old 4th Ward Association updating them on what has been going on at PFC. There is a march for Ann Arbor service workers this Saturday at 8am. PFC partnered with a local farmer to release a special cheese. Pat brought attention to a rank-choice voting initiative in Washtenaw County.

Consent Agenda – **Ray moved, Victoria seconded to approve the consent agenda. All in favor (8/8), motion carried.**

Questions and Comments on GM Report, Treasury and Finance –

- Victoria complimented the Stock Up Pop Up use of the prepared foods space, and Angie highlighted the truly significant deals.
- Jaime asked how people's roles for the Change for Community program were decided. The main people working on it got together to sketch out roles for each other and for Linkage, so they wouldn't be working across each other. Ken is currently working on selecting organizations for November and December; the Washtenaw County Shelter Association will likely be the recipient for November.
- The soft opening for the cafe was Monday, October 19. So far, response has been tepid. Starting Monday, October 26 the cafe will be open everyday from 8am to 3pm. Advertising materials for the cafe will be released that day. The cafe and the Stock Up Pop Up were meant to work in tandem: the pop up lures people into the cafe space, and prevents people from sitting in the cafe.
- Jaime asked about the future of Grab-and-Go as it continues to be somewhat unsuccessful and COVID is going to continue. Angie countered that sales have simply plateaued, but thinks that with the lure into the grab-and-go/cafe half of the store, foot traffic and sales will be given a boost.
- Mary asked about customer sentiment regarding changes in products in the prepared foods area. Angie replied that they've gotten positive responses to the new products and responses about missing the old. Customers say they want the hot bar back, but that is not an option. It would be too costly to invest in pre-packaged hot foods.
- August and September show a spike in new membership, which is historically typical as students come into town. Jaime asked if PFC gauges how they heard about PFC--we do not.
- PFC has gotten conflicting information about bulk foods rules during COVID, especially immediately edible bulk foods, but is erring on the side of caution.

Hannah moved, Patrick seconded to accept the GM/Finance Report. All in favor (8/8), motion carried.

3Q 2020 Operational Plan & Financial Budget – November is the deadline for the draft, with December final submission. Angie joined a budget planning retreat recently that was helpful for getting data and visioning. She will continue to communicate with Paula (NCG) and Kristina to build the budget.

Board Budget - The Board Budget needs to be set, so the Board reviewed last year's budget. The Board discussed whether to keep the employee party budget, given that a physical party is unlikely, and the

Board overwhelmingly agreed that it should stay in the budget at least for morale purposes. Mary suggested more work be done in getting more employees to come to the party.

Insurance: necessary to stay the same.

Meals: The Board agreed they will probably be still meeting virtually a few months into 2021. Meals, then will not be had by the Board during that time. It is suggested that the Board cut the meal budget in half.

Misc: The Annual Meeting is scheduled for April 27th, but it may have to be virtual. Ray already negotiated with St. Andrews for venue space for that day, with the understanding on both sides that physical meetings may not be happening.

Annual Meeting Guest Speaker: Board decided to remove this item for 2021.

Ends Policy Update Planning - The Board generally agreed that the Ends policies could be better, and needed to define a process for updating them.

- Look at them as a holistic group to identify themes and goals
- Should be done outside of regular meeting, but altogether

Will start work on this at a working session in November, with the goal to roll it out at the Annual Meeting.

Task List –

Assigned Date	Due Date	Lead	Task	Status
10/21/2020		Jaime	Send links to Board of links related to National Co-op Month	
10/21/2020		Jaime	Send Rosie letter to Old 4th Ward Association	
10/21/2020	10/28/2020	Jaime	Send Doodle poll for work session in November for Ends Policy updates	
10/21/2020	04/27/2021	All	Complete Ends Policies Updates	
10/21/2020		Rosie	Post Old 4th Ward Association Letter	
10/21/2020	11/4/2020	Hannah	Complete draft and send out Board Budget	
10/21/2020	11/11/2020	All	Send changes to Board Budget	

Future Meetings— The next regular meeting is November 18, 2020. This will be a virtual meeting.

Meeting Evaluation –

- Happy that Ends policies are moving forward
- Angie continues to do great creative things in the store!
- Happy to be together
- Efficient
- Feels good
- Looking forward to meeting in person

Executive Session - Jaime moved, Pat seconded to move into executive session for staff purposes. All in favor (8/8), motion carried.

Adjournment – Hannah moved, Ray seconded to adjourn the general meeting. Meeting adjourned at 8:16pm. All in favor (8/8) motion carried.

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary