



Board of Directors Meeting

Wednesday, November 18, 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: October Minutes, Absences, Linkage Committee Report, Nominations Committee Report, 2021 Board Budget, L.4.10	G.7.7	All	Approve	Minutes, D1, D2, D3, D4a-e
6:50	7:00	E	10	Questions and Comments on GM/Finance Report	G.2.2, M.4	Angie, All	Q/A, Approve	E1a-c
7:00	7:30	F	30	3Q 2020 Operational Plan & Financial Budget	L.3	All	Review draft	F1a-b
7:30	7:40		10	Break				
7:40	7:45	G	5	Task List Review/Future Meeting Date	Board	Admin Asst	Discuss	
7:45	7:50	H	5	Meeting Evaluation	Board	All	Discuss	
7:50	7:51	I	1	Adjournment	Board	All	Adjourn	

**People's Food Co-op
Board of Directors Meeting Minutes – November 18, 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
 Danielle Falcon

Not Attending

Victoria Westman

Also attending:

Angie Voiles, General Manager

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

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

Member Comments – No member-owners present.

Announcements, Info-Sharing, Future Scanning, President's Remarks –

- Orientation meeting for the newer Board members, following the plan developed by the Board Orientation Committee, was held at the end of October

- Jaime started a digital Board handbook
- Ends policy meeting was not scheduled
- Linkage attended has been low
- Ken King Award Committee work coming up soon. The 2019 award language was never approved by the family that approves the word, because the family wanted to step away from the award. However, that award needs to be finished.
- <https://columinate.coop/> has some great classes coming up

Consent Agenda– Hannah moved, Pat seconded to approve the consent agenda. All in favor (7/7), motion carried.

Questions and Comments on GM Report, Treasury and Finance –

- Online store is up and running! It’s taken up a lot of staff time, but it’s getting smoother.
- Cafe is no longer open

Pat moved, Hannah seconded to accept the GM/Finance Report. All in favor (7/7), motion carried.

3Q 2020 Operational Plan & Financial Budget –

Jaime began by screen-sharing a flowchart about GM Monitoring, emphasizing that goals and metrics for monitoring should be in the plan. This chart will be included in packets moving forward.

- Angie used a blueprint created in 1999 for expansion and relocation that nearly all co-ops have used since.
- Financial strength is important, but so is the capacity and readiness to move.
- p. 16: Sources = these are the ways we’re going to get money. Uses = all the ways the money will be used. You want the Sources to be greater than the Uses
- p.23: Preferred Shares and Member Loans = Co-ops can literally take loans from member-owners, but laws vary by state on that and whether co-ops can also charge the membership fee
- The GM’s perspective was that, while it would be helpful to have another scenario plan where not enough money to move is raised, it is the Board’s decision anyway to cancel the moving plan if that happens, and the alternative is to not move. The Board disagreed, saying they want another path to be able to follow immediately if the main goal fails.
- Should phrase financial projections as goals
- Expects the move of the store to be collaborative between G and Board, but defined

Things GM needs from Board:

- Needs more capital campaign guidance from Board
- Nail down policies and procedures, show the GM the frame in which she is operating. Define clearly which responsibilities are the Board’s vs. the GM’s

The Board has a separate meeting to discuss in more detail.

Task List –

Assigned Date	Due Date	Lead	Task	Status
11/18/2020		Jaime	Give Rosie link to Board Handbook	
11/18/2020		Linkage	Create welcome letter for Board packet	

11/18/2020		Board	Fill out Ends policy Doodle poll	
11/18/2020		Rosie	Add "last updated" date to published policies	
11/18/2020		Amanda	Plan staff party	
11/18/2020		Jaime	Send email to Linkage on tips to get membership interested in Linkage meetings	
11/18/2020		Amanda	Get 2019 Ken King Award language finalized and approved	
11/18/2020		Board	Collect comments on Operational Plan and send to Angie	

Future Meetings— The next regular meeting is December 16, 2020. This will be a virtual meeting.

Meeting Evaluation –

- Worked through a lot of things very quickly
- Waiting for plan
- Good use of time
- Good use of consent agenda

Executive Session - **Jaime moved, Ray seconded to move into executive session for financial reasons. All in favor (7/7), motion carried.**

Adjournment – **Ray moved, Pat seconded to adjourn the general meeting. Meeting adjourned at 7:43pm. All in favor (7/7) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary