

**Board of Directors Meeting**

Wednesday, June 16, 2021 at 6:30pm, Virtual Meeting

<https://zoom.us/j/92456010887?pwd=UERaWG9VR25lb0ZncFVXaC9KQTlvQT09>

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: May Minutes, Absences, L.2 Monitoring Report, L.7 Monitoring Report, EIDL Resolution	G.7.7	All	Approve	Minutes, D1, D2, D3
6:50	7:00	E	10	Questions and Comments on GM's Finance Report	G.2.2, M.4	Angie, All	Q/A, Approve	E1a-b
7:00	7:20	F	20	Policy Committee Charter		Jaime/All	Discuss	None
7:20	7:25	G	5	Task List Review/Future Meeting Date	Board	Admin Asst	Discuss	Task List
7:25	7:30	H	5	Meeting Evaluation	Board	All	Discuss	None
7:30	8:00	I	30	Executive Session: L.3 Multi-Year Operational Plan & Financial Budget - Part 1 (2021)	L.3	All	Review	I1
8:00	8:01	J	1	Adjournment	Board	All	Adjourn	None

**People's Food Co-op  
Board of Directors Meeting Minutes – June 16, 2021**  
Location: Virtual Meeting, Zoom

Attendance

*Board Directors Present:*

Jaime Magiera (President)  
Pat Zabawa (Vice President)  
Victoria Westman (Secretary)  
Ray Anderson  
Amanda McCreless  
Matthew Metzger

Not Attending

Also attending:

Angie Voiles, General Manager  
Brittany Baird, Columinate  
Beau

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

Agenda Review – The Board added Board Position Appointments to the agenda. The L.2 and L.7 Monitoring Reports were pulled from the agenda **Ray moved, Michael seconded to accept the agenda as amended. All in favor (6/6), motion carried.**

Member Comments –

Brittany Baird: Available to provide context to conversations. Been helping Angie.

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

- Resolution talks with Ken Parks are going well. He has written an apology letter.
- Jaime would like Linkage to look at the membership certification, making sure it is in line with the policies and bylaw. Linkage will do that, then it will be approved by the Board, then given to Angie for attorney approval
- Linkage should work on organizing social media presence to promote posts
- There were videos made about Change for Community. The Board discussed where to post those videos.
- A letter of appreciation from the Board was sent out to PFC staff:  
<https://docs.google.com/document/d/1ILViqvPoU5LWMrxx64yjAy24cyRHoSjQFbVh4SKYLB0/edit>
- It's time to think about the next Board retreat
- PFC website changes still coming
- The Community Action Network, one of the Change For Community recipients, invited the Board to send a representative to the opening of a new facility; they are recognizing PFC as a "generous donor." The event is June 25.
- <https://www.fox2detroit.com/news/detroit-couple-starts-working-farm-hoodstead-for-sustainability-on-east-side>

Consent Agenda – There were a couple of edits to the minutes. The L.2 and L.7 Monitoring Reports were also pulled from the consent agenda. **Michael moved, Ray seconded, to accept the agenda as amended. All in favor (6/6), motion carried.**

L.2 Monitoring Report

PFC is working on raising all employees to a living wage, which is a moving target. Pat moved, Victoria seconded, to accept the L.2 Monitoring Report. All in favor (6/6), motion carried.

L.7 Monitoring Report

The employee assistance package is available to all employees and provides emotional and mental counseling resources. **Pat moved, Ray seconded, to accept the L.7 Monitoring Report. All in favor (6/6), motion carried.**

Board Position Appointment - This agenda item was needed because the Treasurer resigned from the Board, and the Ken King Award Committee hadn't been addressed at the May meeting. No Board member volunteered for Treasurer, so it is tabled until the next meeting.

Amanda was designated as Chair of the Ken King Award Committee, now being renamed to the "Award Committee."

The Development Committee also needs more people. The Chair designation was tabled.

<b>Committee</b>	<b>Members</b>
GM Evaluation	Jaime
Development	Gaia (member), Mary
Linkage	Pat (Chair), Michael, Amanda
Nominations	Pat (Chair), Amanda

Ken King Award	Amanda (Chair), Pat
Finance	Pat, Danielle, Mary
Policy and Bylaws	Victoria (Chair), Jaime, Amanda, Gaia, Ray

**Victoria moved, Amanda seconded, to accept the Board positions as listed above. All in favor (6/6), motion carried.**

Questions and Comments on GM's Finance Report –

- Angie will address the question of cash flow vs. income.
- The status of the membership POS integration cannot be discussed in detail in the open meeting.

**Michael moved, Ray seconded, to accept the GM's Finance Report. All in favor (6/6), motion carried.**

Policy and Bylaws Committee Charter - It was originally a Board activity to regularly review PFC policies. While there is a Policy and Bylaws Committee, only two Board members aren't on it. Policy and Bylaws Discussion will thus be added as a recurring regular meeting agenda item, as well as be a bi-monthly working session meeting. The Committee does need a charter.

For many committees, there is a designated minimum number of times in a year the committee must meet. The Board agreed that the charter should require the committee to meet at least quarterly.

Jaime proposed two things that PFC needs. These are 1) a membership grievance policy and 2) policies that provide necessary support for the multi-year plan.

The Board discussed whether to allow the PFC HR Manager on the policy committee, as a general member, to assist with the member grievance policy. Who may join a committee is entirely at the Board's discretion. The Board does not want too many operations-focused contributions, but understands that a person can wear many hats. The Board was divided on this issue.

Task List –

Assigned Date	Due Date	Lead	Task	Status
06/16/2021		Linkage	Get Change for Community videos to Ken	
06/16/2021		Linkage	Organize social media promotions	
06/16/2021		Jaime	Send Google docs for gathering ideas for Board retreat topics	
06/16/2021		All	Add to Google doc retreat topics	
06/16/2021		Linkage	Review membership certificate	
06/16/2021		Ray	Find someone to attend the Community Action Network's opening event	

06/16/2021		Angie	Determine percentage of employees that are part-time v. full-time.	
06/16/2021		Angie	Email Board answer to cash flow v. income question	
06/16/2021		Rosie	Add recurring Policy and Bylaw Discussion to agenda	
06/16/2021		Jaime	Share Columinate's CBOLD policy templates with Victoria	
06/16/2021		Victoria	Create Google doc for collection of ideas/thoughts for policy charter	
06/16/2021		All	Add to policy charter doc	

Future Meetings— The next regular meeting is July 21, 2021. This will be a virtual meeting.

Meeting Evaluation –

- Happy that folks are speaking up more
- A nice meeting
- Michael is learning!
- Good to be coming together and working together
- Missing Board members that have left.
- Appreciated healthy debate.
- Looking forward to policy updates

Executive Session (L.3 Multi-Year Operational Plan & Financial Budget - Part 1 (2021)) - Michael moved, Pat seconded to move into executive session for financial planning. All in favor (6/6), motion carried.

Adjournment – **Michael moved, Pat seconded to adjourn the general meeting. Meeting adjourned at 8:12pm. All in favor (6/6) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary