



Board of Directors Meeting

Wednesday, May 19, 2021 at 6:30pm, Virtual Meeting

<https://zoom.us/j/92456010887?pwd=UFERaWg9VR25lb0ZncFVXaC9KQTlvQT09>

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: March Minutes, Absences, Annual Meeting Minutes, Linkage Committee Report, Budget Authorization, L.1 Monitoring Report	G.7.7	All	Approve	Minutes, D1, D2, D3, D4
6:50	7:00	E	10	Annual Meeting Debrief, Board Appointments		All	Approve	None
7:00	7:05	F	5	L.4.10 Monitoring Report	L.4.10	Angie, All	Q/A, Approve	F1a-c
7:05	7:15	G	10	Questions and Comments on GM's Finance Report	G.2.2, M.4	Angie, All	Q/A, Approve	G1a-c
7:15	7:25		10	Break				
7:25	7:40	H	15	Employee Appreciation Strategies		Jaime	Discuss	None
7:40	7:45	I	5	Huron River Day		All	Discuss	None
7:45	7:50	J	5	Task List Review/Future Meeting Date	Board	Admin Asst	Discuss	Task List
7:50	7:55	K	5	Meeting Evaluation	Board	All	Discuss	None
7:55	8:25	L	30	Executive Session: L.3 Multi-Year Operational Plan & Financial Budget - Part 1 (2021)	L.3	All	Review draft	L1a, L1b
8:25	8:26	M	1	Adjournment	Board	All	Adjourn	None

**People's Food Co-op
Board of Directors Meeting Minutes – May 19, 2021**

Location: Virtual Meeting, Zoom

Attendance

Board Directors Present:

- Jaime Magiera (President)
- Ray Anderson (Vice President)
- Amanda McCreless (Secretary)
- Hannah Davis (Treasurer)
- Pat Zabawa
- Victoria Westman
- Matthew Metzger, incoming Director

Not Attending

Also attending:

- Angie Voiles, General Manager
- Paula, NCG
- Susan Landauer, Human Resources Director
- Roy Finny, staff
- Gaia Kile

Call to order – Jaime called the meeting to order at 6:35pm.

Agenda Review – **Victoria moved, Ray seconded to accept the agenda. All in favor (6/6), motion carried.**

Member Comments –

Roy Finny: Roy talked about the Ken Parks issue talked about in the March meeting. He supports continuing the ban and praised Angie for her actions.

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

There were none.

Consent Agenda – Jaime had a couple of spelling edits to the March minutes. **Ray moved, Hannah seconded, to accept the agenda as amended. All in favor (6/6), motion carried.**

Annual Meeting Debrief, Board Appointments - Ray received some valid criticisms of the annual meeting via email. He thinks the Board gave adequate time for member-owners to speak and ask questions. Jaime spoke about the criticism about the lack of engagement of member-owners during the meeting. Last year, only about six people attended the annual meeting; this year, it was dozens more. The lack of the Ken King award provoked response as well. The Board will work on an award that recognizes individuals in the community, but it may not be associated with the King family. Jaime appreciated that folks participated respectfully in the conversation about the ban currently being discussed, and the Board will take it up at the June meeting. Some of the documentation on current member-owner data was unclear or not available; Jaime would like to clarify the documentation for that.

Pat wanted to commend outgoing Board member Mary for her role in the Annual Meeting.

Ray moved, Pat seconded to elect Michael Metzger to the Board of Directors. All in favor (6/6), motion carried. Jaime's term continues automatically until 2022.

The Board reviewed the roles and committees available to Board members. The role lasts for one year.

Ray moved, Michael seconded to nominate Hannah to the role of Treasurer. All in favor (7/7), motion carried.

Hannah moved, Amanda seconded to nominate Victoria to the role of Secretary. All in favor (7/7), motion carried.

Michael moved, Ray seconded to nominate Pat to the role of Vice President. All in favor (7/7), motion carried.

Ray moved Hannah seconded to nominate Jaime to the role of President. All in favor (6/6) with Jaime abstaining, motion carried.

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

L.4.10 Monitoring Report -

- Pat asked why net earnings for the quarter were different from the change to cash. Paula replied that the cash flow and income statements aren't exactly the same. Angie can ask the CPA.

Amanda moved, Pat seconded to accept the L.4.10 Monitoring Report. All in favor (7/7), motion carried.

Questions and Comments on GM’s Finance Report –

- Jaimes asked what the spike in new membership might have been attributed to and can it be duplicated without doing a “drive.” Angie replied that as COVID restrictions relax, more facetime with folks can be had to discuss.
- The website revamp is still in progress.
- Clarifying with an attorney the member certificate is an issue sitting with the Board.
- The status of the POS integration is ongoing.
- Linkage has not been working on any events at this point, except for the Fair Food Network speaker at the Annual Meeting.
- PFC highlights the amount of money raised for Change for Community at cash registers and via the organizations the money goes to.
- Anecdotally, the decrease in online sales can be correlated to increase in-person shopping. Paula relayed that the drop in online sales is not unique to PFC, with many co-ops seeing a 3-4% drop as states are opening.
- There aren’t many social media shares or likes for PFC, compared to other Kerrytown shops. Jaime suggested PFC work on that.
- The Board needs to provide action on the EIDL, which will happen next month.

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

Employee Appreciation Strategies - Staff feel that the Board has not done a good job of demonstrating their appreciation to all staff members. The board had a discussion, starting in March, about the staff party, and proposed gift cards as substitution for the party, as not being a sufficient demonstration of their appreciation. There was a general gift card purchase, which Amanda finished purchasing but the Board hasn’t yet provided a statement to go with it.. The Board also failed to reach out to the community for donations to an additional raffle giveaway.

There was a discussion about the amount available to give to each employee. No amount of money can “equal out” the value of being a front-line worker during COVID. It was recommended that immediate Board action should be taken.

Huron River Day - Read all about how to participate in it:

<https://www.a2gov.org/departments/Parks-Recreation/play/pages/huron-river-day.aspx>

Task List –

Assigned Date	Due Date	Lead	Task	Status
05/19/21		Jaime	Clarify documentation on member-owner data	
05/19/21		Michael	Sign the documents	
05/19/21		Rosie	Meet with Michael about Google Drive	
05/19/21		All	Finish GM Eval survey	

05/19/2021		All	Continue to think about Committees you want to be on	
05/19/2021		Pat	Email Angie and Rosie the question about new earnings vs. change to cash	
05/19/2021		Jaime	Provide Board statement to Amanda to include with gift cards	
05/19/2021	05/20/2021	Jaime	Create Google doc for employee appreciation letters	
05/19/2021	05/23/2021	All	Write a paragraph in the Google doc for employee appreciation	
05/19/2021		All	Read about Huron River Day	
05/19/2021		All	Review your role in onboarding new Board director	

Future Meetings— The next regular meeting is June 16, 2021. This will be a virtual meeting.

Meeting Evaluation –

- Would prefer to have done a few things over email
- Would prefer to explain to public members how the meeting goes and that comments will not be responded to at the same meeting
- Welcome Michael!
- Excited about people in new roles
- Appreciated Amanda talking about employee appreciation candidly

Executive Session (L.3 Multi-Year Operational Plan & Financial Budget - Part 1 (2021) - Jaime moved, Hannah seconded to move into executive session for multi-year plan and financial matters. All in favor (7/7), motion carried.

Adjournment – Jaime moved, Hannah seconded to adjourn the general meeting. Meeting adjourned at 8:12pm. All in favor (7/7) motion carried.

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary