



Board of Directors Meeting

Wednesday, July 21, 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: June Minutes, Absences, Linkage Report	G.7.7	All	Approve	Minutes
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-e
7:00	7:20	F	20	Policy and Bylaws Discussion	Board, G.5.8	Victoria	Discuss	F1
7:20	7:30	G	10	Trask Talk Tour		Jaime	Discuss	None
7:30	7:35	H	5	Board Position Appointments		All	Appoint	Committee Tab
7:35	7:40	I	5	Task List Review/Future Meeting Date	Board	Admin Asst	Discuss	Task List
7:40	7:45	J	5	Meeting Evaluation	Board	All	Discuss	None
7:45	7:50		5	Break				
7:50	8:20	K	30	Executive Session: L.3 Multi-Year Operational Plan & Financial Budget - Part 1 (2021)	L.3	All	Review	K1
8:20	8:21	L	1	Adjournment	Board	All	Adjourn	None

**People's Food Co-op
Board of Directors Meeting Minutes – July 21, 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
- Gaia Kile

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

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

Member Comments – None

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

- AADL has an archive of articles about PFC. One of them is from when PFC was preparing to move from its previous location, and it discusses several parallels to today: they were short on board members and co-op member participation at the time, and were also losing money. Ann Arbor Observer also has a similar archive.
- Linkage Committee needs more member-owners on the committee. The Board discussed emailing a template email to individual members, but need to check on enabling policies.
- In the past, Board members have bagged groceries for a day to develop relationships with employees and engage with shoppers. The Board would like to do this again, being mindful of COVID.
- Board recruitment needs to happen now.
- Bike to Work is September 17! This is an opportunity for PFC to be involved. Typically PFC has a table with snacks. As an official participant, PFC would be put on a literal map produced by the event.
- September 19 2pm-4pm is a "Trash Talk Tour" organized by The Sierra Club. It tours different businesses to talk about how they are managing waste. Jaime asked for PFC participation in the tour. Someone would stand outside of the store to talk about PFC's recycling and waste management.
- The PFC book is being republished for PFC's 50th Anniversary. Linkage Committee needs to choose new cover art from available options.

Consent Agenda – The Linkage Committee Update was added to the consent agenda. **Victoria moved, Ray seconded, to accept the agenda as amended. All in favor (6/6), motion carried.**

Questions and Comments on GM's Finance Report –

- The shopper survey asks about feelings towards expansion of the store, but Victoria was concerned that most of the wording focuses on "expansion" instead of the more accurate situation of "relocation and expansion." Angie and Michael agreed. Ray continued that the order of the questions seemed odd. The Board had a couple additional questions about transportation to add.
- Coupon redemption rate was 14% in this report. The rule Angie has been told is that if you hit 3% or more, then it's working well.
- Ray asked what the fee to belong to Mercato is and if it's incorporated into the labor to sales ratio. That information is confidential and can be answered in executive session. However, PFC may move away from Mercato in the future and return to focusing on the brick and mortar.
- Change for Community didn't do as well this last round because Fair Food Network isn't as immediately recognizable as a name as some other beneficiaries.
- The new website is launching tomorrow.

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

Policy and Bylaws Discussion - The two priorities for this committee are to create a 1) member grievance policy and 2) relocation policy. The L policies were the last thing that this committee worked on a couple years ago and general policy updates need to restart as well. The Committee could potentially split into two groups. The bylaws on the website are also out of date and there is no master document of bylaw changes.

Trash Talk Tour - Discussed during Announcements, Info-Sharing, Future Scanning, President's Remarks

Board Position Appointment - A Development Committee Chair and a Treasurer were still needed. Michael offered to chair the Development Committee. Ray offered to be Treasurer. **Victoria moved, Amanda seconded, to accept Michael as Development Committee Chair and Ray as Treasurer. All in favor with Michael abstaining (5/5), motion carried.**

Task List –

Due Date	Lead	Task
	Amanda	Create spreadsheet for contacts for Nominations Committee
	Pat	Create spreadsheet for contacts for Linkage Committee
	All	Add to aforementioned spreadsheets
	Jaime	Review policy dictating how the Board can use member information (for emailing for committee recruitment)
	Anyone who does not have a name button	Contact Angie for a button
07/26/21	All	Email Jaime about how you want to be involved in Bike to Work Day
	Jaime	Email book cover options to Linkage
	Linkage	Select a book cover
07/30/21	All/Michael/Ray	Add thoughts to the shopper survey (within the google doc)
	Jaime	Write a thank you letter to Ken
	Victoria	Put some stuff into charter doc
	Angie	Make Google Group for Policy Committee
	Victoria	Create agenda for Policy Committee working meeting Aug 4
	Amanda	Write-up on history of staff appreciation actions by Board

Future Meetings— The next regular meeting is August 18, 2021. This will be a virtual meeting. There will be a Policy and Bylaws Committee working meeting on August 4.

Meeting Evaluation –

- Glad to be here, good meeting
- Covered a lot
- Policy discussion was interesting

- Thank you to folks for stepping up to do things

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

Adjournment – Michael moved, Ray seconded to adjourn the general meeting. Meeting adjourned at 8:13pm. All in favor (6/6) motion carried.

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary