



**Board of Directors Meeting**

Wednesday, October 20, 2021 at 6:30pm, Virtual Meeting

<https://zoom.us/j/92456010887?pwd=UERaWG9VR25lb0ZncFVXaC9KQTViQT09>

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, L.9 Monitoring	G.7.7	All	Approve	Minutes, D1
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	7:30	F	30	Board Recruitment and Retention		Pat	Discuss	None
7:30	7:35	G	5	Task List Review/Future Meeting Date	Board	Admin Asst	Discuss	Task List
7:35	7:40	H	5	Meeting Evaluation	Board	All	Discuss	None
7:40	7:45		5	Break				
7:45	8:10	I	25	Executive Session: L.3 Multi-Year Operational Plan & Financial Budget - Part 1 (2021)	L.3	All	Review	I1
8:10	8:11	J	1	Adjournment	Board	All	Adjourn	None

**People's Food Co-op  
Board of Directors Meeting Minutes – October 20, 2021  
Location: Virtual Meeting, Zoom**

Attendance

*Board Directors Present:*

Jaime Magiera (President)  
Pat Zabawa (Vice President)  
Ray Anderson  
Amanda McCreless

Not Attending

Matthew Metzger

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 6:33pm.

Agenda Review – Jaime proposed addition of an agenda item of L.5, the emergency GM succession plan. **Pat moved, Ray seconded to modify the agenda. All in favor (4/4), motion carried. Pat moved, Ray seconded to accept the modified agenda. All in favor (4/4), motion carried.**

L.5 - L.5 requires the GM to appoint at least two individuals to succeed the GM position in an emergency. Susan Landauer, Lori Crall, and Kristina Weber all accepted the responsibility. Amanda moved, Ray seconded to accept the GM succession plan. All in favor, motion carried.

Member Comments – None

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

- Pat called an individual that expressed interest in joining the Board, but the individual declined at this time.
- Board is trying to do a retreat focused on Board recruitment and retention in November.
- Because the secretary resigned last month, a new one must be appointed.

**Ray moved, Pat seconded to appoint Amanda as Board Secretary. All in favor with one abstention (3/3), motion carried.**

Consent Agenda – Pat moved, Ray seconded, to accept the agenda as amended. All in favor (4/4), motion carried.

Questions and Comments on GM’s Finance Report –

- Ray asked about the cause of the jump in Change for Community in September. Angie speculated that the general increase in customer count increased the contribution and the particular cause (Detroit Food Co-op) was of extra interest to shoppers.
- The new Grocery Manager has been working for about 4 weeks now and is catching on quickly.

**Ray moved, Pat seconded, to accept the GM’s Finance Report. All in favor (4/4), motion carried.**

Board Recruitment and Retention -

- The Board was in support of creating an exit survey for Board members
- The Board needs to properly communicate--or give prospective members better opportunity to understand--what exactly the Board does every month.
- Get wins for new Board members
- Potentially returning to in-person meetings might stoke the passion for the job
  - Most of the current Board members wish to continue meeting virtually
- Jaime would like everyone to lead a meeting once before he leaves the Board in April
- Board application information often conveys different things about a candidate than an in-person interview. Both should be done.

Task List –

Due Date	Lead	Task
	Jaime	Get specific retreat dates from Jade
	Pat	Send email about questions and answers for board survey
	Linkage and Amanda	Decide on book cover
	Pat	Connect with Ken on invitation to join Board

Future Meetings— The next regular meeting is November 17, 2021. This will be a virtual meeting.

Meeting Evaluation –

- Shortest meeting ever

- Appreciate Pat's work

**Executive Session (L.3 Multi-Year Operational Plan & Financial Budget - Part 1 (2021)) - Pat moved, Ray seconded to move into executive session for Board and financial discussion. All in favor (4/4), motion carried.**

**Adjournment – Pat moved, Ray seconded to adjourn the general meeting. Meeting adjourned at 7:18pm. All in favor (4/4) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary