



Board of Directors Meeting

Wednesday, June 15, 2022 at 6:30pm, Virtual Meeting

<https://us06web.zoom.us/j/92456010887?pwd=UERaWG9VR25lb0ZncFVxOC9KQTlVQT09>

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	Board	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	C1
6:48	6:50	D	2	Consent Agenda: May Minutes, Absences	G.7.7	Board	Approve	Minutes
6:50	7:00	E	10	Questions and Comments on GM's Finance Report	G.2.2, M.4	Angie, Board	Q/A, Accept	E1a, E1b
7:00	7:05	F	5	Authorization to Sign Lease	L.4	Board	Approve F1a	F1a, F1b
7:05	7:10	G	5	L.2 Monitoring	L.2	Angie, Board	Q/A, Accept	G1
7:10	7:15	H	5	L.7 Monitoring	L.7	Angie, Board	Q/A, Accept	H1
7:15	7:25	I	10	Committee Charters and Appointments	G.5	Pat	Discuss, Affirm, Appoint	I1, I2, I3, I4, I5
7:25	7:30		5	Break				
7:30	7:35	J	5	Linkage Committee Report & Finance Committee Report		Michael/Susan	Report	None
7:35	7:45	K	10	Meet and Greet Event	E5	Michael	Plan	None
7:45	8:00	L	15	Nominations - Remaining Board Seats		Susan	Plan	I1a-c
8:00	8:05	M	5	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
8:05	8:10	N	5	Meeting Evaluation	Board	All	Discuss	None
8:10	8:11	O	1	Executive Session		Board	Review	None
8:11	8:12	P	1	Adjournment of Regular Meeting	Board	Board	Adjourn	None

**People's Food Co-op
Board of Directors Meeting Minutes – June 15, 2022**

Location: Virtual Meeting, Zoom

Attendance

Board Directors Present:

- Pat Zabawa (President)
- Michael Metzger (Vice President)
- Amanda McCreless (Secretary)
- Susan Randall (Treasurer)
- Conner Levy

Not in Attendance

Also attending:

- Angie Voiles, General Manager

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

Agenda Review – Amended the agenda to have Linkage and Finance Committee Reports. **Michael moved, Susan seconded to accept the agenda. All in favor (5/5), motion carried.**

Member Comments –

None

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

- Board training is July 8th, time TBD
- The Board has a new calendar. Does not affect GM Monitoring.
- The Board would like to be able to share a Prepared Foods Manager job posting
 - Angie described the great responsibility of supervising the coffee shop
- Amanda participated in an exhibit at the Natural History Museum called “Facing the Pandemic”, in her role as staff at PFC

Consent Agenda – **Michael moved, Susan seconded, to accept the agenda with amended minutes. All in favor (5/5), motion carried.** The changes to the minutes were thus: the current investment level is \$160, not \$120.

Questions and Comments on GM's Finance Report – Pat informed the new Board members that they can request different, fewer, or additional finance items and illustrations of the GM. **Conner moved, Amanda seconded, to accept the GM Report. All in favor (5/5), motion carried.**

Authorization to Sign Lease - This is the lease on the cafe side of PFC. The lease ends very soon. The Board is concerned about losing money on the lease of that space without the cafe or prepared foods bringing in money. When open, prepared foods historically has the greatest profit margin. Some Board directors argued that the coffee shop should be profitable on its own, which it is not usually. The Board generally values the vibrancy and community the coffee shop brought to the space, and hopes that PFC can get profit churning out of all of it moving forward.

Amanda moved, Susan seconded to approve the resolution authorizing lease renewal of 214 N. Fourth Ave. All in favor (5/5), motion carried.

The Board wants a “Plan B” if a Prepared Foods Manager is not hired in the next 3 months.

L.2 Monitoring - The non-compliance piece for L.2 and L.7 are that the wages are not comparable (lower) to the living wage in Ann Arbor. Angie offered a new calculation during the meeting that included the whole compensation package, instead of just wages, which does make PFC comparable to the Ann Arbor living wage. **Conner moved, Michael seconded, to accept the L.2 Monitoring Report. All in favor (5/5), motion carried.**

L.7 Monitoring - **Susan moved, Michael seconded, to accept the L.7. Monitoring Report. All in favor (5/5), motion carried.**

Committee Charters and Appointments -

Susan moved, Conner seconded, to reaffirm the charters of the GM Evaluation, Linkage, and Finance Committees; and disband Development, Policy & Bylaws, and Ken King Committees. All in favor (5/5), motion carried.

Nominations Committee appointments tabled to next meeting.

Linkage Committee Report & Finance Committee Reports - The Finance Committee is concerned about not having a PFC budget. Linkage is still recruiting members. Next Linkage meeting is Thursday 6/23 at 6pm.

Meet and Greet Event - The Board is going to have this event on July 8th for PFC members to meet the recipients of the Change for Community donations.

Nominations-Remaining Open Board Seats - The Board reviewed the election cycles of the different Board members to determine which spots were available for appointment and for how long.

Task List –

Due Date	Lead	Task
	All	Share Prepared Foods Manager job posting
	Susan	Explore simple budget goal
	Pat	Follow up with Jade about scheduling meeting
	Michael	Send letter to Angie to give to Ken
	Susan	Invite friend to next Board meeting
	Pat/Rosie	Affirm election cycles
	Michael	Send out Board Fellows program
	Michael	Linkage committee meeting

Future Meetings— The next regular meeting is scheduled for July 20.

Meeting Evaluation –

- Well-facilitated meeting
- Great content, well prepared
- Pleased with Board engagement
- Still really great that Susan and Conner are jumping in
- Glad Board is getting together for training

Executive Session - No executive session today.

Adjournment – **Amanda moved, Michael seconded to adjourn the general meeting. Meeting adjourned at 8:29pm. All in favor (5/5) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary