



**Board of Directors Meeting**

Wednesday, September 21, 2022 at 6:30pm, Virtual Meeting

<https://us06web.zoom.us/j/92456010887?pwd=UFRaWG9VR25lb0ZncFVXaC9KQTlvQT09>

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
6:48	6:50	B	2	Consent Agenda: August Minutes, Absences, L5 Reporting	G.7.7	Board	Approve	Minutes, B1
6:50	7:00	C	10	Questions and Comments on GM's Finance Report	G.2.2, M.4	Angie, Board	Q/A	C1a, C1b
6:42	6:48	D	6	Announcements/Future Scanning/President's Report	Board	All	Info share	None
6:32	6:42	E	10	Member Comments	G.9	Attendees	Listen	None
7:00	7:05	F	5	Nominations Committee Charter	G.5	Amanda	Q/A, Approve	F1
7:05	7:10	G	5	Nominations Committee Appointments	G.5	Board	Discuss, Appoint	None
7:10	7:15	H	5	GM Eval Committee Charter	G.5, M.4	Pat	Q/A, Approve	H1
7:15	7:18	I	3	GM Eval Committe Appointments	G.5, M.4	Pat	Approve Appointments	I1
7:18	7:23		5	Break				
7:23	7:31	J	8	October 1 Meet and Greet		Conner	Discuss	None
7:31	7:46	K	15	Board Retreat Prep		Pat	Discuss	None
7:46	7:56	L	10	GM Compensation RFP	G.6.1, L.2.10, L.7	Pat	Discuss, Approve	L1
7:56	8:01	M	5	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
8:01	8:06	N	5	Meeting Evaluation	Board	All	Discuss	None
8:06	8:07	O	1	Executive Session		Board	Review	None
8:07	8:08	P	1	Adjournment of Regular Meeting	Board	Board	Adjourn	None

**People's Food Co-op  
Board of Directors Meeting Minutes – September 21, 2022**

Location: Virtual Meeting, Zoom

Attendance

*Board Directors Present:*

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

Not in Attendance

Amanda McCreless (Secretary)

Also attending:

Angie Voiles, General Manager

Call to order – Pat called the meeting to order at 6:37pm.

Agenda Review – Conner moved, Susan seconded to accept the agenda. All in favor (4/4), motion carried.

Consent Agenda – Conner moved, Michael seconded, to accept the agenda. All in favor (4/4), motion carried.

Questions and Comments on GM's Finance Report –

- The gains year-to-date have been in prepared foods, and grocery has broke even



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- The intersection at PFC has been under construction, and its reopening has been delayed until next week
  - Marketing material (coupons) will be mailed out to students when construction is finished.
  - Conner offered feedback from students that language like “open to all” and “everyone welcome” doesn’t make them think that they don’t need a membership, just that PFC is supportive of all peoples.
- More students are shopping at PFC, but their basket size is lower than other shoppers

Announcements, Info-Sharing, Future Scanning, President’s Remarks –  
None

Member Comments –

- Susan spoke as a member-owner, saying that she would email Linkage about the flower pots outside PFC
- Conner spoke on behalf of his friends who had the specific comment: it is tough to determine if PFC is open, because there are so many signs over the front windows, so they can’t see inside

Nominations Committee Charter - Conner moved, Michael seconded, to approve the Nominations Committee Charter as submitted. All in favor (4/4), motion carried.

Nominations Committee Appointments - Tabled to next meeting, because Amanda is absent.

GM Evaluation Committee Charter - The group discussed the value of staff surveys. Angie mentioned that staff sentiment toward their boss can fluctuate throughout the year, and that type of feedback may be better assessed through Treatment of Members. The Board would have an introduction included with any survey with the purpose of said survey.

**Conner moved, Susan seconded, to approve the GM Evaluation Committee Charter as submitted. All in favor (4/4), motion carried.**



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**GM Evaluation Committee Appointments - Conner moved, Susan seconded, to approve the Motion to Appoint General Manager Evaluation Committee as submitted. All in favor (4/4), motion carried. The appointees are Susan Randall, Michael Metzger, Conner Levy, and Pat Zabawa (Chair).**

**October Meet and Greet -**

- This event will not be in the newsletter, but will be in every Small Bites email, an independent email, and social media engagement.
- Conner will be there the whole time.
- Expectation is that the Board will serve the coffee and cider to folks to start conversation.

**GM Compensation RFP - Conner moved, Michael seconded, to accept the GM Compensation RFP. All in favor (4/4), motion carried.**

**Board Retreat Prep -** The Board retreat is Sunday November 13. General theme for the retreat is next steps for PFC, but the Board will likely need materials for prep ahead of time, about expansions and relocations, market studies, surveys, etc. Susan proposed mission statement work for the agenda.

**Task List -**

Due Date	Lead	Task
	Conner	Meet with Angie and Troy to finalize meet and greet
	Pat	Find venue for Board retreat
	All	Propose venues for Board retreat if you are v familiar with one
	Pat	Compile and send retreat prep material to the rest of Board



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	Pat	Work with Amanda on Nominations committee members
	Pat	Send reminder email about next meeting at 6pm

**Future Meetings**— The next regular meeting is scheduled for October. The meeting will be moved to 6PM. Board Meet and Greet is Saturday, October 1, as a table/booth outside.

**Meeting Evaluation** –

- Good to see everyone!
- Glad Angie could give feedback on GM evaluation process
- Grateful to be part of this group

**Executive Session** - No executive session today.

**Adjournment** – Susan moved, Conner seconded to adjourn the general meeting. Meeting adjourned at 8:05pm. All in favor (4/4) motion carried.

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary