



Board of Directors Meeting

Wednesday, January 18, 2023 at 6:30pm, Virtual

<https://us06web.zoom.us/j/92456010887?pwd=UERaWG9VR25lb0ZncFVXaC9KQlVlQT09>

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	6:45	C	3	Consent Agenda: December Minutes, Absences, Nominations Committee Update, L.8 Monitoring	G.7.7	Board	Approve	Minutes, Attendance, C1, C2
6:45	6:51	D	6	Announcements/Future Scanning/President's Report	Board	All	Info share	None
6:51	7:01	E	10	Questions and Comments on GM's Finance Report	G.2.2, M.4	Angie, Board	Q/A	E1a-c
7:01	7:04	F	3	PFC Budget (L.3/Business Plan)	L.3, Bylaw 11.3	Susan, Rosie	Final Approval	F1
7:04	7:09	G	5	Staff Appreciation	Board	Amanda, Pat	Brainstorm	G1
7:09	7:24	H	15	Annual Meeting Prep	Bylaw 4.1	Pat, Rosie?	Discuss	H1
7:24	7:34	I	10	Board Fellow Research Agenda	Board	Michael	Discuss, Set	None
7:34	7:39	J	5	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
7:39	7:44	K	5	Meeting Evaluation	Board	All	Discuss	None
7:44	7:45	L	1	Executive Session	Board	Board	Review	None
7:45	7:46	M	1	Adjournment of Regular Meeting	Board	Board	Adjourn	None

**People's Food Co-op
Board of Directors Meeting Minutes – January 18, 2023**

Location: Virtual Meeting, Zoom

Attendance

Board Directors Present:

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

Not in Attendance

Also attending:

- Angie Voiles, General Manager
- Colleen Crawley, member

Call to order – Pat called the meeting to order at 6:33pm.

Agenda Review – **Susan moved, Amanda seconded to accept the agenda. All in favor (5/5), motion carried.**

Member Comments – Colleen introduced herself to the Board: she has experience with Food Gatherers and other food justice background, and she has been a long-time member of PFC.

Consent Agenda – Pat pulled the Nominations Committee Update out of the consent agenda to discuss with the added Nominations agenda item. **Conner moved, Amanda seconded, to accept the consent agenda as amended. All in favor (5/5), motion carried.**

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

- Graphics Manager has the final draft of the newsletter
- Susan asked about when the Board might communicate its end-of-year finances. Often this is shared at the Annual Meeting
- The call for nominations has been posted all over the website and the store

Questions and Comments on GM’s Finance Report –

- PFC has two cafe staff. All cafe appliances have been reviewed. Looking at 2-4 weeks until cafe open.
- Prepared foods is still seeing sales growth.
- The end of the quarter sales was higher than the same quarter last year

PFC Budget (L.3/Business Plan) - **Susan moved, Conner seconded to approve the budget. All in favor (5/5), motion carried.**

Staff Appreciation - Amanda, after some discussion with others, assembled gift card options. They are not all restaurants, as the December minutes suggested. Pat, Conner and Susan will assist with purchasing the gift cards for PFC on February 6-7; and Pat will prepare a personalized, signed letter of appreciation for each staff member to accompany the card. Amanda will handle distribution beginning February 10th.

Annual Meeting Prep - The Annual Meeting had been scheduled for April 25, but Angie would be unable to attend. The Board decided to move the annual meeting to Tuesday, April 18. The Linkage Committee will plan the Annual Meeting. The Board would like it to be hybrid.

Thursday, December 22, 2022	Call for applications begins.
Tuesday, February 14, 2023	Deadline for all Application for Nomination and Candidate Statements to be submitted by email to elections@peoplesfood.coop or to the PFC business office.
Tuesday, February 28, 2023	Applicants are notified of their nomination status.
Monday, March 6, 2023	If running by petition, all petition forms with member signatures must be submitted to the PFC business office, with Candidate Statement and photo.
Tuesday, March 28, 2023	Voting begins.
Monday, April 17, 2023	Close of voting, 6:00 p.m.

Tuesday, April 18, 2023	PFC Annual Meeting and announcement of election results.
Wednesday, May 17, 2023	May 2023 PFC Board Meeting: Election results certified and new officers elected during meeting.

This new agenda will be added to the Candidate Packet. **Conner moved, Michael seconded to approve this new agenda and modified Candidate Packet. All in favor (5/5), motion carried.**

Board Fellow Research Agenda - Michael suggested that the Board Fellow organize focus groups and the Board generally agreed. Board Fellow Isabel Bonneyman with guidance from Michael Metzger will develop the research protocol (focus group purpose/questions/participant selection) and share with the Board via email in advance of implementation. Board will discuss over email general themes and how to recruit people.

Susan moved, Conner seconded, to authorize up to \$1300 for gift cards in the amount of \$25 each to focus group participants, as part of focus groups conducted by the Board Research Fellow. All in favor (5/5), motion carried.

Task List –

Due Date	Lead	Task
	Amanda	Send out Doodle poll for purchasing gift cards
	Amanda	Give Pat spreadsheet of staff names
	Pat	Generate and print staff appreciation letters
	Rosie	Change Candidate Packet to reflect new deadlines. Post edited candidate packet
	LinkageCommittee	Set up coffee chats Interested in Joining the Board/Meet the Board/Co-op in Your Community: Conversations With the Board sessions
	Linkage Committee	Plan Annual Meeting
	All - Board	Talk to prospective Board members
	Rosie	Send Michael previous last focus group efforts
	Michael	Start email chain discussing focus groups

Future Meetings— The next regular meeting is scheduled for February 15, and it will be virtual only. All meetings will be virtual. The meeting will be at 6:30PM. The next Board workshop will be February 6.

Meeting Evaluation –

- Felt a little bit like the Board was doing committee work, but good things were happening and being committed to
- Productive!

- Thanks Rosie for keeping Board on track
- Working together well as a board

Executive Session - None

Adjournment – **Conner moved, Michael seconded to adjourn the general meeting. Meeting adjourned at 8:18pm. All in favor (5/5) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary