



**Board of Directors Meeting**

Wednesday, March 15, 2023 at 6:30pm, Virtual

<https://us06web.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	Board	Alignment	Agenda
6:32	6:42	B	10	Member Comments	G.9	Attendees	Listen	None
6:42	6:45	C	3	Consent Agenda: February Minutes, Absences, Michael's Resignation, Conner's Appointment, "Vice President's" Report, Workshop Updates, Annual Meeting Updates	G.7.7	Board	Approve	Minutes, Attendance, C1, C2, C3, C4, C5, C6, C7
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	E1-c
7:01	7:04	F	3	Ends Monitoring	Ends	Angie, Board	Accept	F1
7:04	7:09	G	5	Linkage Committee Rework (Community Engagement Committee)	Board	Conner	Approve Charter	G1
7:09	7:12	H	3	Staff Appreciation	Board	Amanda, Pat	Check-in	None
7:12	7:27	I	15	Annual Meeting Prep	Bylaw 4.1	Pat	Discuss	None
7:27	7:37	J	10	Board Fellow Research Update	Board	Isabel	Discuss,	None
7:37	7:42	K	5	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
7:42	7:47	L	5	Meeting Evaluation	Board	All	Discuss	None
7:47	7:48	M	1	Executive Session	Board	Board	Review	None
7:48	7:49	N	1	Adjournment of Regular Meeting	Board	Board	Adjourn	None

**People's Food Co-op  
Board of Directors Meeting Minutes - March 15, 2023  
Location: Virtual Meeting, Zoom**

Attendance

*Board Directors Present:*

- Pat Zabawa (President)
- Susan Randall (Treasurer)
- Amanda McCreless (Secretary)
- Conner Levy
- Colleen Crawley

Not in Attendance

Also attending:

- Angie Voiles, General Manager
- Isabel Bonnyman, Board Fellow

Call to order – Pat called the meeting to order at 6:32pm.

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

Member Comments –

Consent Agenda – The Board pulled Conner’s Appointment (C4) out of the consent agenda. **Colleen moved, Amanda seconded, to accept the consent agenda as amended. All in favor (5/5), motion carried.**

Conner’s Appointment (Item C4) - Susan nominated Conner to be Vice-President. **Susan moved, Colleen seconded, to appoint Conner as Vice-President. All in favor (5/5), motion carried.**

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

- The Board clarified that its informal meetings between these regular meetings are working sessions, where no action is considered or taken.

Questions and Comments on GM’s Finance Report –

- Angie gave her usual beginning-of-year cautionary statement that same-year comparisons look strange because they aren’t using robust data, because the year is new.
- PFC has seen better redemption rates with targeted coupon mailings over mass mailings.
- Still in hiring process for Prepared Foods Cook

Ends Monitoring - The Board discussed engagement between staff and Board members. This often runs afoul of the rule against having a volunteer do what an employee would otherwise be paid to do. Angie highlighted the social event the Board organizes for the staff at the end of each year as a good example of how that engagement can happen. The Board concluded, as they do every year, that Ends need to be defined better. **Amanda moved, Conner seconded to accept the Ends Monitoring Report. All in favor (5/5), motion carried.**

Linkage Committee Rework - The Board is changed the name of the Linkage Committee to the Community Engagement Committee. The proposed new charter is updated with the name change and a slight change to the purpose to reflect the name change. This change is proposed to better reflect the Ends policies, which specifically refers to “cooperative community.” Amanda moved, Susan seconded, to adopt the new charter. All in favor (5/5), motion carried.

Staff Appreciation - Rosie is going to buy the gift cards, instead of the Board.

Annual Meeting Prep - The Board considered its hard questions that it may have to answer at the Annual Meeting, especially regarding the budget.

Board Fellow Research Agenda - Isabel Bonnyman is engaged with a project in partnership with PFC and the University of Michigan Ross School of Business; she has been working with the Board since October. She is working with multiple professors in the school for marketing and research. Isabel presented some interesting stats about PFC, including that only about 20% of PFC shoppers’ full grocery budget goes to PFC, and PFC is 14th highest in the country with that number. Isabel hopes to hold two focus groups the weekend of April 1st. A report of findings will be delivered to the Board at the end of April

Task List –

Due Date	Lead	Task
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3/17	Amanda	Send out list of giftcard assignments
	Rosie	Buy giftcards!
3/24	Isabel	Get survey code to Angie
4/18	Conner	Have first Community Outreach Committee
	Pat	Update Colleen on Board stuff
	Pat	Lead working session on Q&A
	Pat + Colleen	Complete onboarding forms

Future Meetings— The Board has a working session on March 28. The next full meeting is the Annual Meeting, which is April 18. The next regular meeting is scheduled for April 19, but the April meeting is often canceled because of the Annual Meeting. The Board is canceling the April 19th meeting. The next regular meeting is May 17.

Meeting Evaluation –

- Positive meeting tone
- Interpersonal appreciation
- Stayed on schedule
- Welcome Colleen!

Executive Session - None

Adjournment – **Conner moved, Colleen seconded to adjourn the general meeting. Meeting adjourned at 8:02pm. All in favor (5/5) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary