



**Board of Directors Meeting**

Wednesday, June 21, 2023, 6:30pm - 8:00pm - Virtual

<https://us06web.zoom.us/j/92456010887?pwd=UERaWG9VR25lb0ZncFVXaC9KQTlvQT09>

Item	Item Title	POLICY	WHO ?	ACTION	MAT'LS
A	Agenda Review	G.4.1d/G.7.4	Board	Alignment	Agenda
B	Member Comments (10 minute maximum)	G.9	Attendees	Listen	None
C	Consent Agenda: May Minutes, Absences, Finance Committee Minutes of 5-31-23 DRAFT; Community Engagement Committee Minutes of 6-5-23 DRAFT.	G.7.7	Board	Approve	Minutes, Attendance (tab below), C1, C2
D	President's Report/Announcements/Future Scanning	Board	All	Info share	None
E	GM's Report	G.2.2, M.4	Angie, Board	Q/A	E1, E2
F	FY 2022 Financial Statement from Wegner Accounting	G.8.2	Pat	Approve	F1
G	Policy Monitoring: L.2 Treatment of Staff	L.2	Angie, Board	Accept	G1
H	Policy Monitoring: L.7 Compensation and Benefits	L.7	Angie, Board	Accept	H1
I	Committee Assignments	Bylaw Article 7	Susan	Motion	See Committee Tab or Review in Google Drive Committee Folders
J	L.1 Treatment of Members Cont. - Messaging	L.1	Susan	Approve	None
K	Board Retreat	Board	Susan	Discuss	None
L	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
M	Meeting Evaluation	Board	All	Discuss	None
O	Adjournment	Board	Board	Adjourn	None

**People's Food Co-op**

**Board of Directors Meeting Minutes - June 21, 2023**

Location: Virtual Meeting, Zoom

**Attendance**

***Board Directors Present:***

- Susan Randall (President)
- Conner Levy (Vice President)
- Pat Zabawa (Treasurer)
- Colleen Crawley
- Dan Gannon
- Eva Giatas
- Laurin Wolf

**Not in Attendance**

- Amanda McCreless (Secretary)

**Also attending:**

- Angie Voiles, General Manager
- Jeff Tenza, Member
- John Conlin, Member

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

Agenda Review – Susan pulled the May Minutes from the consent agenda and moved it to the agenda. **Dan moved, Conner seconded to accept the agenda as amended. All in favor (7/7), motion carried.**

Member Comments – Jeff says happy solstice.

Consent Agenda – **Conner moved, Colleen seconded, to accept the consent agenda. All in favor (7/7), motion carried.**

President's Report/Announcements/Future Scanning –

- Conner elaborated on some items that came out of the Community Engagement Committee meeting. The ideas already went out in a Small Bites email and are gaining traction.
- Register for Board Leadership 101 Class
- Pat sent out communications idea document

May Minutes - **Pat moved, Eva seconded to approve the May Minutes as amended. All in favor (7/7), motion carried.**

Questions and Comments on GM's Finance Report –

- Susan asked if there would be a chance of the cafe opening on Saturdays; as proposed, it won't be. Angie replied that they anticipate to open weekend service quickly, but the Kerrytown Saturday busy-ness has not historically translated to increased sales at the cafe.
- Angie clarified some numbers in the membership counts
- Union contract expires in September and will be renegotiated before that. Angie always hopes for good bargaining and works in good faith.

FY 2022 Financial Statement from Wegner Accounting - **Wegner requires Board approval of these financial statements. Pat moved, Laurin seconded to approve the Wegner financial statement for 2022. All in favor (7/7), motion carried.**

Policy Monitoring: L.2 Treatment of Staff - Some years ago, the policy monitoring was realigned to include L.2 and L.7 because they have some overlap. Pat asked if union contract renegotiation was always aligned with this policy monitoring. Angie responded not necessarily, because contract last 3 years and begin at different times. **Dan moved, Conner seconded to accept the L.2 monitoring report. All in favor (7/7), motion carried.**

Policy Monitoring: L.7 Compensation and Benefits - The GM cannot change their own salary and receives the same benefits as other full-time PFC staff. **Pat moved, Eva seconded to accept the L.7 monitoring report. All in favor (7/7), motion carried.**

Committee Assignments - Susan finds that both the Nominations Committee and Community Engagement Committee have responsibilities surrounding the elections, and there should just be one. Susan would like to shift all election responsibilities to the Nominations Committee and all Annual Meeting responsibilities to the Community Engagement Committee.

The Treasurer is the Chair of the Finance Committee, so Pat now replaces Susan as Chair.

The Vice President is Chair of the Community Engagement Committee.

Assignments will be finalized next meeting. Susan will prepare a draft revision of the impacted Committee charters for review/approval at the July meeting.

L.1 Treatment of Members Cont.: Messaging - Historically, there has been poor frequency of communication to the membership, one-directional, and occasionally mis-aligned.

- Idea: Communicate to members via a new “channel” with a branded newsletter member updates, especially PFC’s financial situation, quarterly, after the Finance Committee and Community Engagement meetings, and with their updates. We should also make sure this channel updates PFC’s website.
- Idea: Communicate changes being made, so it’s not *just* a call for help, though we should also mention that sales are the best way to help PFC.
- Idea: Get started by September.
- Angie suggested that future Boards might not be able to take up the ambitious proposal of 10 times a year, and recommended starting with fewer.

Dan, Conner, Laurin, Eva, and Angie are forming a task group for new communications to members: Board-Member Communication: New Channel.

Board Retreat - There would be an extra ~\$2600 to bring Jade, the Columinate Consultant, into town for an in-person full-day retreat, instead of virtual, if we so decided. Susan will reach out to secure preferences/availability for scheduling a Board Retreat.

Task List –

Due Date	Lead	Task
6/28/2023	Anyone	Sign up for Leadership 101 class through Columinate
6/22/2023	Susan	Send out link to Board for Leadership class with Columinate
7/19/2023	Angie	Put footnote in GM Report about membership numbers
7/19/2023	All	Consider which Committee you’d like to be on
9/1/2023	Task Force	Newsletter by September
6/28/2023	Susan	Follow up with Jade regarding retreat dates & options
6/28/2023	Susan	Send out budget and info about retreat costs, and potential dates, and Pat’s communication ideas spreadsheet
8/1/2023	Task Force	Convene Board-Member Communication: New Channel Task Group

Future Meetings— The next regular meeting is scheduled for July 19. The August meeting will be moved to the 4th Wednesday, August 23.

Meeting Evaluation –

- Might be nice to meet in person

Executive Session - None

Adjournment – **Colleen moved, Conner seconded to adjourn the general meeting. Meeting adjourned at 8:16pm. All in favor (7/7) motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary