



Board of Directors Meeting

Wednesday, September 20, 2023, 6:30pm - 8:00pm - Virtual

<https://us06web.zoom.us/j/92456010887?pwd=UFERaWG9VR25lb0ZncFVXaC9KQTlvQT09>

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: August Minutes, Absences, Board Resignation Letter	G.7.7	Board	Approve	Minutes, Attendance, C1
D	President's Report/Announcements/Future Scanning	Board	All	Info share	None
E	GM Succession Acceptance	L.5	Successors	Accept	See G1
F	GM's Report	G.2.2, M.4	Angie, Board	Q/A	F1, F2
G	Policy Monitoring: L.5 Emergency General Manager Succession	L.5	Angie, Board	Accept	G1
H	Board Budget Development	G.8.2	Susan	Review/Discuss	H1
I	Board Newsletter	L.1	Conner	Discuss, Set date for MeetNGreet	None
J	Board Retreat	Board	Susan	Discuss, Review Agenda	J1
K	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
L	Meeting Evaluation	Board	All		None
M	Adjournment	Board	Board	Adjourn	None

**People's Food Co-op
Board of Directors Meeting Minutes - September 20, 2023**

Location: Virtual Meeting, Zoom

Attendance

Board Directors Present:

- Susan Randall (President)
- Conner Levy (Vice President)
- Pat Zabawa (Treasurer)
- Amanda McCreless (Secretary)
- Dan Gannon
- Laurin Wolf
- Colleen Crawley

Not in Attendance

- Eva Giatas (resigned from Board ahead of meeting)

Also attending:

- Angie Voiles, General Manager
- Lori Crall, Wellness and Customer Service Manager
- Kristina Weber, Finance Coordinator
- Susan Landauer, HR Manager
- Kate Krauss, Member-Owner

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

Agenda Review – The Board switched Gm Succession Acceptance to before President’s Report. **Amanda moved, Pat seconded to accept the agenda as amended. All in favor (7/7), motion carried.**

Member Comments – Kate has been a member for 8 years and was interested in seeing behind the scenes.

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

GM Succession Acceptance - Susan asked Lori Crall, Wellness and Customer Service Manager; Kristina Weber, Finance Coordinator; and Susan Landauer, HR Manager, if they accept their responsibility as the succession team for the general manager. All three expressed their acceptance.

In the event the GM cannot perform their duties, this team of successors work together to manage PFC. There is a written plan in place as well.

President's Report/Announcements/Future Scanning –

- Conner reached out to Sage Roots Farm but didn’t hear back.
- The Detroit Food Co-op was approved by the NCG Board
- Thank you Board for meeting for working sessions
- Two Board positions now open: one with 2.5 years remaining and one for the rest of the election year

Questions and Comments on GM’s Finance Report –

- PFC had a table at the Local Food Fair last week. Running a food bar and coffee coupon to local businesses right now that were popular at the Fair.
- Still seeing robust sales growth from prepared foods
- Cafe dollars, while still small, has been growing.
- Union bargaining was successful. Extended PTO benefits to part-time staff, all starting wages went up, and annual raises were accepted.
- Most membership refunds are folks who have moved out of state
- PFC significantly reduced the refrigerated space for beer and wine (and reallocate the space to cheese and meat), and sales went down accordingly
- Last year at this time, the streets outside PFC were closed for construction which really affected customer count, so sales comparisons look dramatic
- Not many redemptions from coupon in student orientation materials, but redemption rate wasn’t expected to be high
- Transaction count = customer count
- The Board had a suggested revision for one of the formulas used in the WSR

Policy Monitoring: L.5 Emergency General Manager Succession - **Pat moved, Colleen seconded to accept the L.5 Monitoring Report. All in favor (7/7), motion carried.**

Board Budget Development - The Board has to approve its 2024 budget next month, so they took some time to review the 2023 budgeted vs. actual.

Board Newsletter - “Coffee With The Board” will be approximately quarterly. The first one will be 9am-11am on October 28. Next one on January 27. Following one maybe in June.

Laurin, Amanda, Dan - October

Pat, Colleen, Conner - January

Board Retreat - The Retreat is Oct 1 from 12-5pm hybrid at the downtown library.

Task List –

Due Date	Lead	Task
9/24/23	Amanda	Send Sage Roots farm Conner’s email
10/18/23	Conner	Continue reaching out to farms for the Farmer Chat
10/18/23	Conner	Name the Board meet and greet event
9/24/23	Susan	Email Angie with WSR formula suggestion
10/18/23	Conner	Name the newsletter
9/24/32	All	Put Coffee With The Board into your calendars
10/01/23	All	Board Retreat Oct 1
10/18/23	Nominations and Elections Committee	Convene
10/18/23	Finance Committee	Prepare 2024 Board Budget
10/18/23	Pat	Document recruitment and retention ideas

Future Meetings— The October meeting is October 18, 2023 on Zoom.

Meeting Evaluation – The Board reflects on what’s going well about the meeting process and what could be improved.

- Nice to see new faces
- Appreciate Laurin’s focus on templates for newsletter

Adjournment – **Colleen moved, Conner seconded to adjourn the general meeting. Meeting adjourned at 7:50pm. All in favor (7/7), motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary