



Board of Directors Meeting

Wednesday, October 18, 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: September Minutes, Absences, Community Outreach Committee Minutes 9/26, Community Outreach Committee Minutes 10/10	G.7.7	Board	Approve	Minutes, Attendance, 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	Policy Monitoring: L.9 Gifts to People's Food Co-op	L.9	Angie, Board	Accept	F1
G	Board Budget Development	G.8.2	Pat	Review, Approve for public review	G1
H	Board Newsletter	L.1	Lauren	Discuss, Next steps	None
I	Board Open Positions	Article V	Amanda	Discuss	See Election Cycles
J	Board Retreat: Next Steps	Board	Susan	Discuss	J1
K	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
L	Meeting Closing: one word or phrase	Board	All		None
M	Adjournment	Board	Board	Adjourn	None

Mission

The People's Food Co-op of Ann Arbor provides our community with accessible, sustainable, local food and household products as an economically just, member-owned business.

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

Location: Virtual Meeting, Zoom

Attendance

Board Directors Present:

- Susan Randall (President)
- Pat Zabawa (Treasurer)
- Amanda McCreless (Secretary)
- Laurin Wolf
- Colleen Crawley

Not in Attendance

- Dan Gannon
- Conner Levy (Vice President)

Also attending:

- Angie Voiles, General Manager

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

Agenda Review – Colleen moved, Pat seconded to accept the agenda as amended. All in favor (5/5), motion carried.

Member Comments –

Consent Agenda – Pat moved, Laurin seconded, to accept the consent agenda. All in favor (5/5), motion carried.

President's Report/Announcements/Future Scanning –

- Nominations Committee wasn't able to meet yet
- Susan had a great conversation with the Keweenaw Co-op that is moving into a new building. They plan to open in 2024, have raised ~\$7M, ~1.5M came from member-owners, ~\$1.75M in grants, and the remainder came from a low-interest loan.
- Laurin met with someone about starting a writing group that would use the PFC Cafe space.
- Oct 28 Coffee Convo with the Board will be 10am-12pm (instead of 9am-11am)
- Sunday Meet the Farmer 4-6

Questions and Comments on GM's Finance Report – PFC ran a member drive recently, ending last Sunday. The primary incentive was that new members would get 25% off their next shopping trip. This was the first member drive in about 5 years focusing on new members instead of reinvestment.

Policy Monitoring: L.9 Gifts to People's Food Co-op - This puts parameters on PFC that it won't accept gifts without going through the GM, and places guidelines on when the GM would and would not accept gifts. Gifts to PFC are not common, with only one this past year. **Pat moved, Laurin seconded, to accept the L.9 monitoring report. All in favor (5/5), motion carried.**

Board Budget Development -

Colleen moved, Amanda seconded, to approve the Board Budget as proposed. All in favor (5/5), motion carried.

Board Newsletter - Angie sent a more final version of the newsletter for review. Format preference is in the body of email, rather than attachment. Hoping to have copies present at the Coffee Chat on the 28th.

Board Open Positions - The Board reviewed policy L.1.1, regarding the use of the member-owner information database.

Laurin moved, Pat seconded to authorize member-owner database access for contact information of member-owners who attend Board meetings and provision of that information to the Board President. All in favor (5/5), motion carried.

Board Retreat: Next Steps - A positive experience. Pat shared his experience about what he learned, which is that the role of the Board is ultimately limited. The Board should be supporting the GM, and encouraging and utilizing member-owners. Colleen had a different experience, which is that the Board could be doing the long-range work (e.g. moving locations) while the GM focuses on immediate operations. Angie responded that the role is both these things. There are roles for the Board and roles

for the GM in long-range visioning. There should be a shared vision, with both GM and Board working toward it in their respective roles. The PFC Board is a **policy** board.

Recruitment is definitely a Board focus. The Board wants to clarify the roles of the Community Outreach and Finance Committee. Reviewing the charters of these two committees will be on the November agenda.

Board Evaluation will also be a focus for this year.

Task List –

Due Date	Lead	Task
11/1	Nominations Committee	Meet November 1 and submit minutes
10/28	Susan, Amanda, Laurin, Dan	Go to Coffee Convo with Board
10/20	Laurin	Email Angie about newsletter comments
	Angie/Troy	Print copies of newsletters and bring to Coffee Convo
11/15	Pat and Susan	Read Finance Committee Charter and consider changes as necessary
11/15	Colleen and Laurin	Read Community Outreach Committee Charter and consider changes as necessary
11/15	Susan	Identify further resources for Board Evaluation, and bring back to the Board

Future Meetings— The November meeting is November 15, 2023 on Zoom.

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

- Encouraged by enthusiasm
- Focused—good direction coming out of retreat
- Feels like progress
- Grateful
- Feeling prepared
- Feeling grounded

Adjournment – **Pat moved, Colleen seconded to adjourn the general meeting. Meeting adjourned at 7:55pm. All in favor (5/5), motion carried.**

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary