



Board of Directors Meeting

Wednesday, January 17, 2024, 7:00pm - 8:30pm - 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: December Minutes Absences GM Evaluation Committee Minutes 11/8/2023 GM Evaluation Committee Minutes 1/9/2024 Community Outreach Committee Minutes 1/16/2024	G.7.7	Board	Approve	Minutes, Attendance, C1, C2, C3
D	President's Report/Announcements/Future Scanning	Board	All	Info share	D1
E	GM's Report	G.2.2, M.4	Angie, Board	Q/A	E1
F	Policy Monitoring: L.4.1 Financial Conditions and Activities	L.4.1/L.4.10	Angie, Board	Accept	F1, F2
G	Policy Monitoring L.3: Financial Planning and Budgeting - 2024 Business Plan Draft - Revised Budget	L.3	Angie, Board	Accept	G1
H	Board Working Session with Columinate	Board	Susan	Discuss	H1
I	Member Outreach: Co-op Coffee Convos + Board Community Dinners	G.8.1, Article VI	Conner, Laurin	Discuss, Plan	I1
J	Board Elections: Election Calendar, Recruitment	Article V	Elections Committee	Discuss, Approve Calendar	J1, J2
K	Annual Meeting Planning	Article IV	Conner, Laurin	Plan	None
L	Staff Appreciation	Board	Angie, Susan	Plan	None
M	Policy Review	Board	Dan	Discuss, Set Plan	See General Calendar
N	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
O	Meeting Closing: one word or phrase	Board	All	Share	None
P	Closed Session - Personnel		Board		None
Q	Adjournment	Board	Board	Adjourn	None
Mission					
<i>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.</i>					

**People's Food Co-op
Board of Directors Meeting Minutes - January 17, 2024
Location: Virtual Meeting, Zoom**

Attendance

Board Directors Present:

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

Not in Attendance

None

Also attending:

Angie Voiles, General Manager

Paula Gilbertson, NCG

Call to order – Susan called the meeting to order at 7:03pm.

Agenda Review – **Colleen moved, Pat seconded to approve the agenda. All in favor (7/7), motion carried.**

Member Comments – None.

Consent Agenda – The Community Outreach Committee Minutes for December were listed with a date of 12/7, but 12/5 was the correct date. **Conner moved, Laurin seconded, to accept the consent agenda as amended. All in favor (7/7), motion carried.**

President's Report/Announcements/Future Scanning –

- A second 15 minute zone has been added in front of PFC, but the disabled parking spot moved further away from PFC, though nearer to a ramp.
- Writers Group is meeting at Cafe on Sunday afternoons, running Sunday, February 4 to March 10 from 3pm-4:30pm.

Questions and Comments on GM's Finance Report –

- Warranty covered the prepared foods fridge which cut the previous cost in half, but the unit went down again this week. There was no food loss, however, due to attentive staff and good alarm system.
- Snowy weather last week weakened business.
- All but three dinners prepared were sold at last week's Community Dinner.
- Almost done with point of sale adjustments for new member benefits.

Policy Monitoring: L.4.1 Financial Conditions and Activities - Angie clarified the function of the cash flow statement.

Pat moved, Amanda seconded, to accept the L.4.1 monitoring report with plan for compliance. All in favor (7/7), motion carried.

Policy Monitoring L.3: Financial Planning and Budgeting - 2024 Business Plan Draft -

- Lowered inflation to today's level.
- Added non-operative income expected.
- Changed store supply line and will be budgeting that more strictly.

Amanda moved, Dan seconded, to accept the L.3 Monitoring Report and L.3 with Business Plan. All in favor (7/7), motion carried.

Board Working Session with Columinate - Ben Sandel, the Columinate consultant, will have an agenda by the end of the month. He would like to help the Board develop a communication plan. The working session is February 7, 4:30pm to 7:30 p.m. at the Downtown Public Library

Member Outreach: Co-op Coffee Convos + Board Community Dinners - January 27 10am-12pm is the next Coffee Convo with Colleen, Pat and Conner hosting. at the PFC Cafe. Yesterday's chat yielded a positive response from folks who are usually critical. Try to get the Board newsletter out before January 27.

The Board still needed to sign up for the February 21 dinner. Colleen and Amanda signed up.

Board Elections: Election Calendar, Recruitment -

- No firm candidate commitments just yet.
- Marketing staff are ready to push out a call for candidates.
- Susan would like the mission statement to go in the Candidate Packet.
- Pat and Colleen's terms are ending and they do not plan to run for reelection to the Board. In addition, there is one open spot unfilled, creating three open positions available for election by the members. Conner has announced his intention to resign as of April 30th due to his move to Texas. This open position along with the open position left by Eva Giatas's resignation last September, will leave two spots open for appointment by the Board this spring.

Annual Meeting Planning - Pat moved, Laurin seconded, to approve the calendar for the annual meeting and election as presented in the Candidate Packet. All in favor (7/7), motion carried.

Conner had a few ideas for a panel at the Annual Meeting focused upon downtown development.

Staff Appreciation - Susan, Dan, and Colleen can likely be at PFC to hand out gift cards. Angie and Susan will likely handle purchase of the cards.

Policy Review - Every year, the Board is supposed to take up a review of a policy or set of policies, but they have been occupied by the financial status of PFC. Dan would like to return to policy review as one of the "outputs" that the Board should be producing to be successful.

Dan will start monitoring the G (Governance) policies (March agenda), and the Board will start reviewing policies again after elections.

Task List -

Due Date	Lead	Task
	All	Research co-ops mentioned in Ben's letter: Ithaca, Burlington, Madison, Harrisonburg
	Conner	Ask Troy about coffee and cider for C3
01/27/2024	Conner, Colleen, Pat	Attend Co-op Coffee Convo.
01/25/2024	Outreach Committee, Angie	Work to release Board Newsletter before the 27th
02/14/2024	Amanda	Confirm attendance of Feb 21 Community Dinner
	Rosie	Put Mission in Candidate Packet
	Conner	Finalize Annual Meeting speaker suggestion
	Angie	Determine how staff might feel about Board being in the store delivering gift cards
	Angie	Determine which businesses to purchase gift cards from
03/20/2024	Dan	Governance policies

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Future Meetings— The next meeting is February 21, 2024 on Zoom at 6:30 p.m..

Meeting Closing - Skipped.

Executive Session - See motion below.

Adjournment – **Pat moved, Colleen seconded to adjourn the general meeting and enter executive session for personnel matters. Meeting adjourned at 8:46pm. All in favor (6/6), motion carried.**
(Amanda had left the meeting)

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary