



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.

Board of Directors Meeting

Wednesday, February 21, 2024, 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: January Minutes Absences Community Outreach Committee Minutes 2/06/2024	G.7.7	Board	Approve	Minutes, Attendance, C1
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.4.10 Financial Conditions and Activities	L.4.1/L.4.10	Angie, Board	Accept	F1, F2, F3
G	Member Outreach: Co-op Coffee Convos + Board Community Dinners	G.8.1, Article VI	Conner, Laurin	Discuss, Plan	None
H	Board Elections: Candidates; Election Promotion; Vote Count	Article V; G.13	Elections Committee	Discuss; Plan	None
I	Annual Meeting Planning/Promotion; Notice to members re agenda items	Article IV	Conner, Laurin, Susan	Plan; Set dates for agenda item submission (21 days)	I1
J	Staff Appreciation: Supermarket Employee Day - Feb. 22	Board	Susan, Angie	Plan	None
K	Board Working Session with Columinate	Board	Susan	Discuss	None
L	Monitoring Reports - G Governance	Board	Dan	Discuss	None
M	Policy Review - establish process	Board	Dan, Susan	Discuss, Set Plan	Columinate Template ; M1, M2
N	Task List Review/Future Meeting Date	Board	Admin Asst	Set	Task List
O	Executive Session - Personnel	Article V.15	Board		None
P	Adjournment	Board	Board	Adjourn	None

**People's Food Co-op
 Board of Directors Meeting Minutes - February 21, 2024**

Location: Virtual Meeting, Zoom

Attendance

Board Directors Present:

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

Not in Attendance

- Colleen Crawley

Also attending:

- Angie Voiles, General Manager

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

Agenda Review – The Board added 2/20/2024 minutes of the Community Outreach Committee to the Consent Agenda. **Dan moved, Conner seconded to approve the agenda. All in favor (6/6), motion carried.**

Member Comments – None.

Consent Agenda – There were two changes to the January 2024 minutes, changing “Closed Session” to “Executive Session.” **Pat moved, Amanda seconded, to accept the consent agenda as amended. All in favor (6/6), motion carried.**

President's Report/Announcements/Future Scanning –

- Susan delivered her President’s Report via written attachment
- Three writing sessions have happened in the Cafe, with 8-9 people at each session. Three more to go.
- Community Dinners will continue past February.
- Mayor Taylor has office hours and encourages people to engage with him at that time. The Board would like to do so.

Questions and Comments on GM’s Finance Report –

- New info as yesterday: Angie has been strategizing with NCG about marketing. The NCG marketing team is booked 6 months out, so they reached out to Columinate consultants. They’ll do an immediate assessment and a six-month plan.
- The Board noted that beer, wine, and cheese sales have been down year after year. Angie responded that the amount of merchandising space for beer and wine has been decreased. Cheese was also moved to the dairy financial reporting column. PFC will be doing a cheese madness promotion (like March madness).
- Sales were down at various days this past month due just to unpleasant weather, a bit from the vegan cooler going down.

Policy Monitoring: L.4.10 Financial Conditions and Activities - **Pat moved, seconded, that the Board requests a weekly WSR through for the next 12 months. All in favor (6/6), motion carried.**

Dan moved, Pat seconded, to accept the L.4.10 monitoring report. All in favor (6/6), motion carried.

The motion that had required monthly reporting of L.4 policy monitoring has expired. The GM and Board will return to regularly scheduled policy monitoring.

Member Outreach: Co-op Coffee Convos + Board Community Dinners - The Board will continue joining Community Dinners, but will attend as they can for as long as they can, and be gregarious with chatting with attendees. No need to staff them for 2 hours.

Board Elections: Election Calendar, Recruitment - The quarterly newsletter will have the candidate statements, info on the annual meeting, Amanda’s letter, and Dan’s write-up—to be sent March 26.

Two Board candidates: Jane Dixon - an urban planning consultant by trade. Kate Krauss - Fair Food Network CEO.

Annual Meeting Planning - Councilmember Laura Disch and Maura Thomson, the Director of the Ann Arbor Downtown Development Authority, have confirmed as panel members. Angie suggested reaching out to the other 1st ward councilmember, Cynthia Harrison, but some were concerned it could become too Council-focused. The Board also discussed inviting Mayor Taylor, either as a guest or panel member.

Board Working Session with Columinate - Ben Sandel’s report is coming. The next consultation with him is March 4, 4pm-6pm; Board members should notify Susan if they wish to participate...a zoom link will be shared.

Monitoring Reports - G Governance - Bring recommendation to March meeting of how to proceed.

Staff Appreciation - Susan delivered copies of the letters from the Board. Rosie purchased the gift cards. The two will be delivered tomorrow. Pat wrote an item for social media.

Policy Review - The March Board Informal Conversation session will explore next steps on policy review.

Task List –

Due Date	Lead	Task
	Susan, Pat	Set up office hours with Mayor Taylor
	Laurin	Email Angie plans for newsletter and dates for election
	Angie	Discuss newsletter/election dates with Ken
	Conner	Message Councilmember Cynthia Harrison about joining the panel
	Angie	Check if Councilmember Cynthia Harrison is a PFC member
	All	Fill out Susan’s Informal Conversation availability sheet
	Rosie	Find Policy Committee charters
	Laurin	Send sign-up sheet for coffee convos
	Laurin	Write 2 to 3 meeting summary sentences for Board News
	Rosie/Angie/Ken	Discuss who will post meeting summaries to Board News

Future Meetings— The next meeting is March 20, 2024 on Zoom at 6:30 p.m.

Meeting Closing - Skipped.

Executive Session - See motion below.

Adjournment – **Pat moved, Laurin seconded to adjourn the general meeting and enter executive session for personnel matters. Meeting adjourned at 8:08pm. All in favor (5/5), motion carried.** (Dan had left the meeting)

Respectfully submitted,

Rosie Pahl Donaldson, Board Administrative Assistant acting as Board Secretary