

PORTLAND FOOD CO-OP Board of Directors
Meeting Minutes
December 19, 2023

Present: Amy Morse, Vice President; Linsey Ruhl, Treasurer; Martha Lefebvre, Secretary; Sonya Raab

Also present: John Crane, GM; Suzette Bois, Member-Owner; Sarah Braik, Board Assistant

Absent: Colin Vettier, President; Natasha Rose Lombardi

CALL TO ORDER

6:31 PM

1. WELCOME/CHECK-IN/ANNOUNCEMENTS

6:31 PM

Amy welcomed everyone to the meeting.

2. PFC/BOARD UPDATES

6:32 PM-6:45 PM

Election timeline/key dates for board members

Sonya reviewed the timeline. The date of the annual meeting has not yet been set. The preferred date of April 11 may not be available at Mechanics Hall, though it is possible to find an alternate location if necessary. John mentioned that state regulations stipulate only that an annual meeting be held once a year and suggested we consider a bylaw change to give the Board more flexibility for scheduling the annual meeting. The Perpetuation Committee will meet the 2nd week of January.

Update on potential candidates/Overview of candidate tracker

Martha and Amy met with a Member-Owner (M-O) who is interested in Board candidacy Amy suggested we may want to schedule a Co-op tour for Board candidates..

January Meetings:

Perpetuation Committee: 1/9, 6:30-7:30 Cloudport; all are invited

Executive Committee: 1/9, 4:30-5:30 Zoom

Board Meeting: 1/23: 6:30-8:30 Mechanics Hall

3. 2024 PFC BOARD BUDGET PLANNING

6:46 PM-6:56 PM

Linsey reviewed the 2024 draft Board budget of \$26,500. The Board discussed the possibility of holding two Board retreats, the first in June for incorporating new members and the second at a later date for planning and education. The Perpetuation Committee was charged with considering the options. Linsey asked committees to consider what they might wish to spend money on.

4. DISCUSSION: IDEAS FOR ATTRACTING MEMBER OWNERS TO THE BOARD (QUESTIONS TO CONSIDER)

6:57 PM-7:04 PM

Amy led a discussion that included a suggestion that the Board consider where candidates might fit on the Board, i.e. equity, M-O engagement, financial, policy, store expansion. John expressed the importance of recruiting candidates who are committed to the longer haul for year to year continuity, including those who may want to serve a second term. He pointed out the need to stress that this is a 3-year commitment and to ask if they are willing to make that commitment. John also highlighted the need for candidates with a lot of energy.

5. IDENTIFICATION OF KEY RETREAT FOLLOW-UP ITEMS (RESPONSIBLE PEOPLE/DATES FOR COMPLETION)

7:05 PM-7:24 PM

Amy led a discussion of retreat follow-up items, including officer job descriptions, orientation, the annual Board calendar, code of conduct/attendance, and expansion. Amy will send out a list of follow up items for Board members to sign up to be responsible for making sure the item is completed. The deadline will be some time in May.

6. NEXT MEETING

7:25 PM

The next Board meeting will be 6:30-8:30 PM Tuesday January 23, 2024 at Cloudport

At 7:25 PM the meeting was adjourned and the holiday party commenced.

Respectfully submitted,

Sarah M. Braik

Board Assistant