

**PORTLAND FOOD CO-OP Board of Directors**  
**Meeting Minutes**  
**June 22, 2021**

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Board Members Present: Julianne Baroody, President; Melissa Emerson, Vice-president; Kerry Vachon, Treasurer; Mary Becker, Secretary; Jorge Acero; Lien De Brouckere; Justin Dewalt; Colleen Finnell; Emily Lefebvre

Also Present: John Crane, General Manager; Sarah Braik, Board Assistant

Absent: Siobhan Whalen

**CALL TO ORDER**

7:07 PM

**1. WELCOME/CHECK-IN/ANNOUNCEMENTS**

7:07 PM-7:17 PM

Melissa led a team-building exercise.

**2. PRELIMINARIES**

7:18 PM-7:19 PM

Mary reviewed the agenda.

**3. MEMBER-OWNER FEEDBACK**

7:20 PM-7:25 PM

A Member-Owner (MO) emailed the Board requesting the store not carry Israeli products. As purchasing decisions are the responsibility of the GM (General Manager), the email was forwarded to John (GM), who determined there are no Israeli products in stock. However as the store occasionally receives Israeli produce, and as the Board does have the authority to set purchasing policy, the Board decided to discuss the issue of carrying products from Israel or other problematic locations at a future meeting.

**4. ADMINISTRATIVE ITEMS**

7:26 PM-7:27 PM

--The Board approved by consensus the May 25 minutes.

Board members were reminded to complete a conflict of interest survey.

## 5. GM POLICY MONITORING

7:28 PM-7:56 PM

John discussed recent staffing changes at the Co-op and answered questions from the Board.

John presented the B6: Staff Relations and Compensation report and answered questions from the Board.

--The Board accepted by consensus the B6: Staff Relations and Compensation report as being in compliance, finding it to include reasonable operational definitions/interpretations and evidence to support John's assertion of compliance.

John presented the B7:Communication and Support of the Board report and answered questions from the Board..

--The Board accepted by consensus the B7:Communication and Support of the Board report as being in compliance, finding it to include reasonable operational definitions/interpretations and evidence to support John's assertion of compliance, with the exception of B7.7:When taking a leave, assign a person responsible to report to the Board, as the employee with this role has just given notice. The Board accepted John's plan to train another employee to take on the role.

## 6. BREAK

7:57 PM-8:06 PM

## 7. COMMUNITY AGREEMENT CHECK IN & ADOPTION

8:07 PM-8:18 PM

Lien presented a draft of a community agreement to guide Board discussion. The Board provided feedback and Lien will present a concise version for approval at the next meeting. The agreement will be a standing item in the Board's agenda.

## 8. COMMITTEE REPORTS

8:19 PM-8:48 PM

Kerry outlined the Board's role in planning the 2022 Annual Meeting, and asked for volunteers to form an ad hoc committee. Justin, Emily and Jorge will work with Kerry to set a date, recommend a venue, and propose a vision and an agenda for discussion and approval at the next Board meeting.

Julianne presented the Executive Committee's evaluation of its performance over the past year and recommended that the charter be renewed. Board officer succession planning and leadership development will be prioritized this year.

--The Board approved the renewal of the Executive Committee charter by consensus.

Emily proposed that the Perpetuation Committee charter be renewed unchanged, though she made recommendations for better following the processes outlined in the charter. She asked for additional members of the committee, and Julianne and Justin will join Melissa and Emily on the Committee.

--The Board approved the renewal of the Perpetuation Committee charter by consensus.

#### 8. EDUCATION AND EVOLUTION: CBLD TRAINING OPPORTUNITIES AND EVENTS

8:49 PM-8:55 PM

Melissa reviewed upcoming Cooperative Board Leadership Development (CBLD) workshops and recommended that all Board members attend CBL101, the cost of which is included with the Co-op's contract with CBLD. She encouraged Directors to register for other workshops as they are able.

#### 9. CLOSING FORUM

8:56 PM-8:59 PM

Directors expressed appreciation for John's discussion of management challenges and Mary's facilitation, as well as the Board's communication, listening to and appreciation of one another, and rotation of roles.

#### 10. NEXT MEETING

9:00 PM

The next Board meeting will be Tuesday July 27, 2021 from 7:00 PM-9:00 PM via Zoom.

At 9:00 PM the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik

Board Assistant