

PORTLAND FOOD CO-OP Board of Directors
Meeting Minutes
November 24, 2020

Board Members Present: Julianne Barody, President; Kerry Vachon, Treasurer; Mary Becker, Secretary; Sarah Alexander; Lien De Brouckere; Justin Dewalt; Colleen Finnell; Emily Lefebvre; Siobhan Whalen

Also Present: John Crane, General Manager; Sarah Braik, Board Assistant; Avery Kamila, Member-Owner (M-O)

Absent: Melissa Emerson, Vice-president

CALL TO ORDER

7:03 PM

1. WELCOME/CHECK-IN/ANNOUNCEMENTS

7:03 PM-7:09 PM

Julianne led a team-building exercise.

2. PRELIMINARIES

7:10 PM-7:16 PM

Julianne reviewed the agenda.

3. MEMBER-OWNER FEEDBACK

7:17 PM-7:32 PM

Avery Kamila (M-O) was present during this portion of the meeting to provide feedback on the number of vegan offerings at the Co-op, particularly in the prepared foods section. Directors responded and will follow up during the next few months.

4. GM POLICY MONITORING

7:33 PM-8:04 PM

John (GM) updated the Board on the status of COVID precautions, the Paycheck Protection Program (PPP) loan and the passing of the Portland minimum wage referendum.

John presented the B2: Financial Planning report, including revisions to two interpretations, and answered questions from the Board.

--The Board accepted by consensus the B2: Financial Planning report as being in compliance, finding them to include reasonable operational definitions/interpretations and evidence to support John's assertion of compliance.

5. BREAK

8:05 PM-8:10 PM

6. ADMINISTRATIVE ITEMS

8:11 PM-8:13 PM

--The Board approved by consensus the October 27 minutes with one addition.

--The Board approved by consensus revisions to officer role descriptions in sections C.6 and E.7 of the Policy Register, and eliminating appendix E.4 in order to resolve discrepancies.

7. BOARD POLICY MONITORING

8:14 PM-8:15 PM

Siobhan presented the results of Board policy monitoring survey C7: Board Committee Principles. Responses were positive. C6: Officers Roles will be revised and reviewed prior to the January meeting.

8. COMMITTEE REPORTS

8:16 PM-8:31 PM

Emily provided an update on the plans of the Perpetuation Committee. There will be two vacant positions on the Board. The Board discussed how the Co-op can encourage broader community engagement and improve the recruitment process to be more equitable, with the goal of bringing more diversity to its Member-Ownership and Board.

Lien gave an update on the activities of the Equity Committee, including recommendations for revision of the purchasing policy, conducting a listening survey of MOs and the broader community, and a proposal on "Membership for All".

9. EDUCATION AND EVOLUTION

8:32 PM-8:58 PM

The Board reviewed the remaining three National Cooperative Grocers (NCG) financial indicators included in the NCG annual report of the Co-op's financial performance relative to other co-ops. The financial trainings being provided by Columinate will be debriefed early next year.

10. CLOSING FORUM

8:59-9:01 PM

It was noted that despite earlier agenda items taking a lot more time than scheduled, most of the later agenda items were addressed. Columinate Consultant Hether Thayer has recommended the Board increase the amount of time spent on Education and Evolution, and future Board agendas will reflect this.

11. NEXT MEETING

9:02 PM

The next Board meeting will be Tuesday, January 26, 2021 from 7:00-9:00 PM (taking place remotely).

At 9:02 PM the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik

Board Assistant