

**PORTLAND FOOD CO-OP Board of Directors**  
**Meeting Minutes**  
**January 25, 2022**

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Present: Mary Becker and Kerry Vachon, Co-presidents; Justin DeWalt, Secretary; Lien De Brouckere; Colleen Finnell; Emily Lefebvre

Also present: John Crane, General Manager; Katherine Birney, Monica Bouyea, Tracey Madigan, Amy Morse, Davinica Nemtzow and Jane Page, Member-Owners; Em Seekins, Front End Manager; Hether Thayer, Columinate; Katherine Bessey and Emmy Andersson, Cooperative Development Institute (CDI); Sarah Braik, Board Assistant

Absent: Julianne Baroody, Melissa Emerson, Siobhan Whalen

**CALL TO ORDER**

7:05 PM

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

7:05 PM-7:21 PM

Mary led a team-building exercise.

Mary introduced the Community Agreement and announced upcoming trainings from Cooperative Board Leadership Development.

**2. PRELIMINARIES**

7:21 PM-7:28 PM

Lien reviewed the agenda and facilitated the meeting.

**3. MEMBER-OWNER FEEDBACK**

7:29 PM

No Member-Owner feedback was received this month

**4. ADMINISTRATIVE ITEMS**

7:29 PM-7:38 PM

--The Board approved by consensus the November 23 minutes

Policy register revision (C6.8) was removed from the consent agenda. Edits suggested by Board members will be incorporated for approval at the February Board meeting.

Board contribution to annual report and meeting was tabled.

#### 5. GM LISTEN AND SHARE

7:39 PM-7:49 PM

2021 ended strong, with \$6.1 million in net sales, almost twice that of the Co-op's first year. Supply chain disruptions and staff shortages are easing.

#### 6. GM POLICY MONITORING

7:50 PM-8:00 PM

John presented the B1: Financial Condition Q4 report and answered questions from the Board. The report indicates solid metrics, and John (GM) informed the Board that the Co-op is at a point where it would be wise to begin reinvesting in the business, especially equipment.

--The Board accepted by consensus the B1: Financial Condition Q4 report as being in compliance, finding it to include reasonable operational definitions/interpretations and evidence to support John's assertion of compliance.

#### 7. BREAK

8:01 PM-8:10 PM

#### 8. EDUCATION AND EVOLUTION: DRAFT LISTENING STUDY PRESENTATION

8:11 PM-9:06 PM

Katherine Bessey and Emmy Andersson of the Cooperative Development Institute (CDI) presented the draft listening study to the Board and answered questions. They will take recommendations and concerns into consideration, and aim to produce a final draft in March, in advance of the Co-op's April Annual Meeting.

#### 9. COMMITTEE REPORTS

9:07 PM-9:10 PM

Emily presented the Perpetuation Committee report, updating the Board on recruitment status and the schedule for next steps.

#### 10. CLOSING FORUM

9:11 PM

12. NEXT MEETING

9:11 PM

The next Board meeting will be Tuesday February 22, 2022 from 7:00 PM-9:00 PM via Zoom. An informational session for prospective Board members will begin at 6:40 PM.

At 9:11 PM the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik

Board Assistant