

## **PORTLAND FOOD CO-OP Board of Directors**

### **Meeting Minutes**

**September 26, 2017**

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Present: Rachelle Curran Apse, President; Taryn Hallweaver, Vice-President; Matt Peters, Treasurer; Elizabeth Chapman; Erin Covey-Smith; Melissa Emerson; Timothy Lynch; Andrew Magoun; Carolyn May and Chris Stacey

Also Present: John Crane, General Manager; Abby Hodgkins, Student Intern; Sarah Braik, Board Assistant

Absent: Julianne Baroody, Secretary

#### **CALL TO ORDER**

7:01 PM

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

7:01 PM-7:05 PM

The November 4 Co-op Cafe hosted by Cooperative Development Services (CDS) has been moved to Greenfield, MA

#### **2. AGENDA REVIEW AND TIME CHECK**

7:06 PM-7:08 PM

#### **3. APPROVE MINUTES FROM AUGUST 22 MEETING**

7:09 PM-7:10 PM

--The Board approved the August 22 minutes by consensus.

#### **4. MEMBER-OWNER FEEDBACK**

7:11 PM-7:17 PM

A Hampshire Street resident complained about noise related to Friday morning 3:30 AM deliveries. John (GM) has spoken with the resident, the Co-op's United Natural Foods (UNFI) representative about changing the delivery time and the driver about being cognizant about noise. The problem is believed to be resolved.

The Board continued discussion of the divestment policy begun last month.

## 5. GM MONITORING REPORTS AND POLICY REVIEW

7:18 PM-7:29 PM

The Co-op has been granted membership in National Co+Op Grocers (NCG) and their feedback was positive.

The Board continued discussion of possible locations for future Board meetings due to the impending demolition of the 56 Hampshire Street property.

### B8: GM Succession

John Crane, presented the B8: GM Succession report and answered questions from the Board.

--The Board accepted B8: GM Succession by consensus, finding it to include reasonable operational definitions/interpretations, and evidence to support John's assertion of compliance.

No changes were recommended to B8: GM Succession

### Monthly Board Self-Monitoring C7: Committee Principles

The Board discussed C7 and clarified some confusion regarding C7.4.

No changes were recommended to C7: Committee Principles.

## 6. GM COMPENSATION AND REVIEW PROCESS TIMELINE

7:30 PM-7:53 PM.

Chris led a debrief of this year's compensation process. Discussion centered on the issue of GM performance being identical to the performance of the organization, and the Board decided that this language from the Policy Register may be interpreted broadly, referring to all aspects of the Co-op's performance.

## 7. SOCIAL TIME

7:54 PM-8:08 PM

## 8. BOARD PERPETUATION COMMITTEE

8:09 PM-8:51 PM

Melissa led a conversation about the characteristics of meaningful Member-Owner (MO) Engagement and the overlap lies between Board recruitment and MO engagement. Discussion included the application process, the role of Board and store committees, provision of sufficient volunteer opportunities for MOs, ways to better meet MOs' needs, and alternative ways of deciding which MOs to recruit. The Board planned monthly MO-Engagement activities between October and November. A note from the Board will be included in the next store email.

## 9. EDUCATION AND EVOLUTION

8:52 PM-8:55 PM

Taryn concluded the meeting with an open forum on issues not include in the agenda. Suggestions included that Board meetings continue to be a little less dense, to begin looking ahead 5-10 years, to continue working on whatever is started at the Board retreat, to discuss possible expansion, and to review the Board's contract with CDS.

## 10. MEETING EVALUATION

8:56 PM-8:58 PM

The table setup and use of nametags worked well, and the discussion was proactive with lots of excellent ideas. Board members were reminded to make sure everyone who wished to speak is heard.

## 11. NEXT MEETING

8:59 PM

The Board retreat will be Saturday October 14 from 9-4:30 and the next regular meeting will be Tuesday October 24, 2017 from 7:00-9:00 PM. The location is yet to be determined.

At 8:59 PM, the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik  
Board Assistant