

PORTLAND FOOD CO-OP Board of Directors

Meeting Minutes

September 27, 2016

Present: Rachelle Curran Apse, *Vice-President*; Carolyn May, *Treasurer*; Julianne Baroody; Melissa Emerson; Taryn Hallweaver; Anna Kent and Daniel Ungier (Quorum)

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

Absent: Chris Stacey, *President*; Matt Peters, *Secretary*; Chris Burnham

CALL TO ORDER

7:01 PM

1. WELCOME/CHECK-IN/ANNOUNCEMENTS

7:01 PM-7:02 PM

Board Members were asked to consider attending the Cooperative Development Services (CDS) seminar "The Foundations of Board Leadership" with Thane Joyal on Saturday October 22 at Rising Tide Co-op in Damariscotta

2. AGENDA REVIEW AND TIME CHECK

7:03 PM

3. APPROVE MINUTES FROM AUGUST 23 MEETING

7:04 PM

--The Board approved the August 23 minutes by consensus, with a change in item # 4 from "introductions" to "Board introductions"

4. MEMBER-OWNER FEEDBACK

7:05-7:08 PM

The Board reviewed Member-Owner (MO) responses to the change in the Driscoll's berry policy made last month and suggested that the Co-op contact the Southern Maine Workers' Center to ask how we can collaborate.

5. GM MONITORING REPORTS AND POLICY REVIEW

7:09-7:45 PM

Monitoring Report B8: GM Succession

John Crane (GM) presented the B8 report and answered questions from the Board. He reported being out of compliance in one section, as Matt Thompson (Assistant GM) has only attended one Board meeting this year. As Matt plans to attend the October Board meeting and will prepare the B1: Financial Condition report with John, John will be in compliance by next month.

--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, with the exception of the Assistant GM's attendance at two Board meetings and preparation of two monitoring reports, though with the expectation that this will be accomplished by the next Board meeting.

A2: Education - interpretations only

John presented interpretations for A2: Education, in preparation for the February 2017 Ends Report, and answered questions from the Board. The Board made several suggestions for MO outreach and discussed tabling by community groups at the Co-op. John has developed a policy which he will distribute to the Board for comments in the October Board packet.

News from the GM

August was profitable and John anticipates September will be the busiest month yet. The Co-op is becoming more of a community presence, with its participation in Feeding the 5,000 and the Harvest Bucks program, in collaboration with Maine Farmland Trust and Good Shepherd Food Bank, as well as signage outside the store in four languages.

Policy Review

No changes were recommended to G8 or A2. The Board discussed the results from the C3: Agenda Planning survey, which were what would be expected, considering the Board's stage of development. The Board discussed how to make the agenda planning process more inclusive, transparent and engaging, and decided to add this topic to the Board retreat agenda.

6. SOCIAL TIME

7:45-8:00 PM

7. BOARD PROCESSES

8:00-8:30 PM

Holiday Board Meeting Schedule

As the November and December Board meetings fall close to major holidays, the Board decided to move the November meeting to Monday November 21 and to cancel the December Board meeting, which should create no problems as the Board retreat will be held December 3. John will distribute the 2017 budget the middle of December for discussion at the January meeting.

Board Budget

Carolyn presented the draft 2017 Board budget for discussion. The major point of discussion was the cost-effectiveness of our contract with CDS Consulting Co-op and the Board decided to explore the option of purchasing their services ala carte, to better allocate funds for what is useful.

Replacement Board Member

David Siegfried has accepted an appointment to the Board from October 2016 through April 2017.

8. EDUCATION AND EVOLUTION

8:31-8:41 PM

The Board continued planning the December 3 Board retreat and developed a system for proposing and prioritizing topics. This discussion will continue next month.

9. BOARD RECRUITMENT AND MO-LINKAGE

8:42-9:05 PM

The Board reviewed systems for identifying and contacting potential Board candidates and made plans for work to be done before the October Board meeting. They took turns identifying what is exciting/satisfying about being a Board member and what would make being a Board member more engaging.

10. MEETING EVALUATION

9:05 PM

TABLED

11. NEXT AGENDA

9:05 PM

The next meeting will be Tuesday October 25, 2016 from 7:00-9:00 PM

At 9:06 PM, the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik
Board Assistant