

PORTLAND FOOD CO-OP Board of Directors
Meeting Minutes
February 23, 2021

Board Members Present: Julianne Baroody, President; Melissa Emerson, Vice-president; Kerry Vachon, Treasurer; Mary Becker, Secretary; Sarah Alexander; Lien De Brouckere; Colleen Finnell; Emily Lefebvre; Siobhan Whalen

Also Present: John Crane, General Manager; Sarah Braik, Board Assistant; Hether Frayer, Columinate Consultant; Jorge Acero, Joe Appel, John Capasso and Travis Roderick, Member-Owners (M-Os)

Absent: Justin Dewalt

CALL TO ORDER

7:03 PM

1. WELCOME/CHECK-IN/ANNOUNCEMENTS

7:03 PM-7:23 PM

Kerry led introductions and a team-building exercise.

Julianne encouraged Directors to sign up for Cooperative Board Leadership Development (CBLD) policy governance workshops. Sarah mentioned a Maine Food Convergence statewide virtual event through February and March. Julianne has distributed the latest National Cooperative Grocers (NCG) report to all Directors.

2. PRELIMINARIES

7:24 PM-7:34 PM

Julianne reviewed the agenda.

3. MEMBER-OWNER FEEDBACK

7:28 PM

No Member-Owner feedback was received this month.

4. ADMINISTRATIVE ITEMS

7:28 PM-7:32 PM

--The Board approved by consensus the January 26 minutes with two edits.

Mary volunteered to draft the Board letter for the 2020 annual report, with Julianne and Kerry editing.

5. GM POLICY MONITORING/EDUCATION AND EVOLUTION

7:38 PM-7:57 PM

Kerry led a training in two financial indicators: net income and debt to equity ratio.

John introduced the B1: Financial Condition (4th Quarter) and B1: Financial Condition (FY 2020) reports and answered questions from the Board.

--The Board approved by consensus the B1: Financial Condition (4th Quarter) and B1: Financial Condition (FY 2020) reports.

6.COMMITTEE REPORTS

7:58 PM-8:09 PM

Emily provided a status update on the Perpetuation Committee. Thus far seven qualified candidates have been identified for 2 open seats. The Committee will meet this week to plan the candidate interview process. Melissa volunteered, and Emily asked for one more volunteer.

Lien gave an update on the progress of the Equity Committee. One additional store employee has joined the Committee. Lien presented an updated Committee charter and 2021 work plan. The Cooperative Development Institute (CDI) has been selected to conduct the listening survey. The Committee is currently working on recommendations for updating the purchasing policy, translation of store signage and a Membership for All proposal.

--The Board approved by consensus the updated Committee Charter.

7. BREAK

8:10 PM-8:16 PM

8. GM POLICY MONITORING

8:17 PM-9:00 PM

John (GM) presented the A1: Ends Report and answered questions from the Board.

--The Board approved by consensus the A1: Ends Report. Two small group breakout sessions discussed things to celebrate and things to be emphasized in 2021. To be celebrated are community engagement, support for local products and farms, especially Black Indigenous People of Color (BIPOC) farmers, support to staff, and loyalty of MOs. Aspects to focus on included sustainability, financial integrity, equity, accessibility and expansion.

9. CLOSING FORUM

9:00 PM

10. NEXT MEETING

9:00 PM

The next Board meeting will be Tuesday, March 23, 2021 from 7:00-9:00 PM (taking place remotely).
At 9:00 PM the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik

Board Assistant