

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

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Board Members Present: Julianne Baroody, President; Melissa Emerson, Vice-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; Carle Henry (Member-Owner)

Absent:

**CALL TO ORDER**

7:03 PM

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

7:03 PM-7:18 PM

Lien led introductions and a team-building exercise.

Julianne urged Board members to review the annual report of the Neighboring Food Co-op Association, of which John (GM) is a Director.

**2. PRELIMINARIES**

7:19 PM

Melissa reviewed the agenda.

**3. MEMBER-OWNER FEEDBACK**

7:19 PM-7:32 PM

Carle Henry (MO) was present to ask for the Co-op's support in opposing the Munjoy Hill Historic District Proposal. The Board told him it would take it under consideration and get back to him.

**4. ADMINISTRATIVE ITEMS**

7:33 PM-7:50 PM

--The Board approved by consensus the February 23 minutes with one edit.

Emily presented a draft agenda for the Co-op's April 27 annual meeting and asked for input. The next planning meeting will incorporate suggestions into the final agenda.

## 5. BOARD POLICY MONITORING

7:51 PM-7:54 PM

Siobhan reviewed the responses to the C8: Governance Investment and D4: Monitoring the GM Annual Survey questionnaires.

## 6.COMMITTEE REPORTS

7:55 PM-8:16 PM

The Perpetuation Committee presented the slate of candidates: Sarah Joyce St. Pierre, Jorge Acero, and Travis Roderick, and proposed that the number of open seats be increased from two to three so that all candidates could join the Board.

--The Board approved the slate of candidates by consensus.

--The Board approved increasing the number of open seats to three.

Lien gave an update on the progress of the Equity Committee. The Listening Study contract with the Cooperative Development Institute (CDI) was signed March 14. She asked the Board to suggest other organizations to include as stakeholders.

## 7. BREAK

8:17 PM-8:22 PM

## 8. EDUCATION AND EVOLUTION: EXECUTIVE SESSION

8:23 PM-9:00 PM

The Board went into executive session to discuss the annual GM review process.

## 9. CLOSING FORUM

9:01 PM-9:04 PM

The Board discussed how to improve the management of the Member-Owner feedback portion of the meeting.

## 10. NEXT MEETING

9:05 PM

As the Co-op's Annual Meeting on April 27 from 7:00-8:00 PM will take the place of the April Board meeting, the next Board meeting will be Tuesday, May 25, 2021 from 7:00-9:00 PM (taking place remotely).

At 9:05 PM the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik

Board Assistant