

**PORTLAND FOOD CO-OP Board of Directors**  
**Meeting Minutes**  
**September 28, 2021**

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Board Members Present: Julianne Barood, President; Kerry Vachon, Treasurer; Mary Becker, Secretary; Lien De Brouckere; Justin DeWalt; Colleen Finnell; Emily Lefebvre; Siobhan Whalen

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

Absent: Melissa Emerson, Vice President

**CALL TO ORDER**

7:01 PM

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

7:01 PM-7:14 PM

Emily led a team-building exercise.

The Executive Committee meeting start time has been changed to 7 PM.

Board policy monitoring will be on next month's agenda. Board members wanting to assist her are asked to notify Siobhan.

**2. PRELIMINARIES**

7:15 PM-7:16 PM

Julianne reviewed the agenda.

**3. MEMBER-OWNER FEEDBACK**

7:17 PM-7:23 PM

A Member-Owner (MO) has asked for leadership from the Board regarding Covid precautions. John (GM) clarified that customers are asked to wear masks, though this is not enforced, as enforcement has been incredibly stressful for the staff. Nevertheless, the vast majority of customers are wearing masks. The Board decided to write a brief message for the store newsletter reminding customers to wear masks out of respect for other customers and staff. Mary will draft the note and send it on to the Executive Committee which will send the final version to John to include in the newsletter.

**4. ADMINISTRATIVE ITEMS**

7:24 PM

--The Board approved by consensus the August 24 minutes and the July 27 executive session minutes.

## 5. GM POLICY MONITORING

7:25 PM-8:05 PM

John presented the August financial reports and the B3: Asset Protection, B4: Member-Ownership Rights and Responsibilities and B5: GM Succession reports and answered questions from the Board.

--The Board accepted by consensus the B3: Asset Protection, B4: Member-Ownership Rights and Responsibilities and B5: GM Succession reports as being in compliance, finding it to include reasonable operational definitions/interpretations and evidence to support John's assertion of compliance.

John reported that the Co-op has made significant progress toward full staffing. The labor shortage has affected all businesses, though the Co-op attracts many applicants due to its reputation as a good employer.

## 6. BREAK

8:06 PM-8:13 PM

## 7. COMMITTEE REPORTS AND EDUCATION AND EVOLUTION

8:14 PM-8:44 PM

Emily presented the Perpetuation Committee report and presented a proposal to reduce the number of Committee members from four to three, as only three are necessary, and to make this revision to the charter. She led a discussion on updating recruitment, vetting and engagement procedures. The Committee will consider the proposed suggestions.

--The proposal to reduce the number of Committee members from four to three was approved by consensus.

The Equity Committee remains on hiatus, and will resume some time this fall. Lien asked for an additional Board member to join the Committee.

The Board discussed options for filling the secretary and treasurer positions in 2022. Justin agreed to be secretary, and the Board will continue work on filling the treasurer position.

## 8. EXECUTIVE SESSION

8:45 PM-8:57 PM

The Board entered Executive Session at 8:45.

9. CLOSING FORUM

8:58 PM-9:00 PM

The Board agreed that Justin did a good job as timekeeper and process monitor.

9. NEXT MEETING

9:00 PM

The next Board meeting will be Tuesday October 26, 2021 from 7:00 PM-9:00 PM via Zoom.

At 9:00 PM the meeting was adjourned.

Respectfully submitted,

Sarah M. Braik

Board Assistant