

## PFC Board of Directors Meeting Minutes – January 10, 2008

Location: Ann Arbor District Library, 343 S. Fifth Avenue - 3<sup>rd</sup> floor Free Space Meeting Room.

*Note on location - due to scheduling conflicts, Library staff changed the location from their 4<sup>th</sup> floor conference room two days before the meeting.*

### Attendance

Board Members: Linda Diane Feldt, President; Chris Good, Vice President; George Esler, Secretary; Pete Schermerhorn, Treasurer; Anjanette Bunce, Laura Trumbull, Katie Wimsatt.

Ken Charboneau, PFC General Manager

John Austin, Board administrative assistant, recording minutes

Call to order - at 6:30PM by Linda Diane

Agenda Review - *Development minutes 11-28-07* was removed from the Consent Agenda for consideration in February. *Member/Board communications procedures* was postponed until February and a discussion of the upcoming 1/16 Board Monitoring Training was put in its place.

Announcements & Future Scanning - Anjanette requested that time be allotted on the February agenda for a discussion of the livable wage concept brought up by Staff member Cheri Rieman at the November meeting. Linda Diane mentioned an article in the Ann Arbor News about local small and specialty groceries that didn't mention PFC. It was agreed that Linda Diane will write a letter to the paper pointing out the oversight.

Consent Agenda - Minutes of the 12/13/07 Board meeting. All Directors having reviewed and understood this material, George moved approval of the revised Consent Agenda, Katie supported, passed 7-0.

Report from the General Manager - Expanding on the written report he supplied for the meeting, Ken said that with the across-the-board pay increase taking effect in January the average hourly wage at PFC is approaching \$9.05. Sales for the Café and Hot Bar have declined in the last two months - Staff is exploring this and working to reverse it. Grab-and-Go sales have increased. Products in the bottom 5% by sales are being reviewed to determine if it benefits PFC to continue to carry them.

E-E.4 monitoring report - The Board reviewed Ken's report of progress on PFC's Ends policies in 2007. Considering the two areas of reported non-compliance (E.3.1 and E.3.1.1 regarding volunteers) the Board found the plans for corrective action to be sound but requested timelines for their completion. Ken will supply these for the March meeting. It was suggested that the policies could be altered to make the data needed for demonstration of accomplishment easier to quantify. With the benefit of its monitoring training later this month, the Board will discuss the Ends policies and their monitoring at the February meeting. After further discussion Laura moved acceptance of the report with the points of non-compliance acknowledged and the timelines due in March; Anjanette supported, passed 7-0.

G.7 Board Meetings (Board self-monitoring report) - Katie led discussion of her report. Noting that G.7 is a very long and detailed policy and that the time and effort requirement for an adequate report is massive, she suggested it be broken into sections for future monitoring. The Board engaged in extended discussion of its areas of non-compliance. Non-compliance assessments were disputed in some areas and acknowledged in others. Some modifications to the report were agreed upon. Several tasks for correction of non-compliance were assigned. Anjanette will revise the *data* and *plan for compliance* portions of G.7.10.d in the report and present this to the Board in February. After further discussion, Laura moved acceptance of the report as modified, Chris supported, passed 7-0.

L.8 Communication & Support to the Board (organizational monitoring report) - The Board reviewed and discussed the report, including three areas of reported non-compliance. Concerns were raised about

confusion, on the part of the Board as well as the GM, regarding what is needed to demonstrate compliance. It was felt that the January 16 monitoring training will do much to resolve this issue. Chris noted that monitoring training for the Board and GM had been a priority for several months and it was the Board's responsibility that it has taken so long to schedule it. After further discussion Laura moved acceptance of the report with acknowledgement of partial non-compliance, Chris supported, approved 7-0.

Annual Meeting plans - Chris, Member Linkage Committee chair, presented a tentative program. Of the four dates proposed in December for consideration, Tuesday, April 8 worked best for The Neutral Zone where the meeting will be held. Chris said that the Committee needs a little more input from the Board concerning the program, which will highlight local growers and producers. Directors will send suggestions for panel discussion participants to Chris by January 22. The Committee will continue to work with Kevin Sharp, PFC's Marketing Manager, on meeting arrangements.

Candidate deadline & election timeline - The Board tentatively approved a candidate deadline of February 25, with notices inviting candidates to run posted in the store by January 28, and ballots delivered to voters by March 18. Chris so moved, Pete supported, passed 7-0. These dates may have to be adjusted after consultation with Kevin Sharp on the possible mailing date for the PFC Newsletter which will contain the ballot.

Procedure and controls for collecting Member e-mail addresses - Directors considered a proposal presented by Ken and drafted by Kevin Sharp. Concerns were raised about the effectiveness of such a program and possible concerns among some Members about privacy. The Board's goal is expanded communication with and feedback from the Membership. Further, such a list or data base could be a step towards future on-line voting in PFC elections, which would increase participation. It was suggested that an on-line opt-in system might be a good approach. After more discussion, the Board directed the Member Linkage and Development Committees to work together to further explore aspects of electronic communication with Members and make a presentation at the April meeting.

Monitoring Training - Anjanette, Development Committee chair, presented a list of topics to be covered. The training will take place Wednesday, January 16, from 7:00-9:00PM via teleconference with Marshall Kovitz of Cooperative Development Services. Location is yet to be determined.

Task Review - The Board's TASK LIST-CURRENT may be viewed on line at <http://groups.google.com/group/pfcbod-archive>

Future Meetings - February 14 at 6:30PM, location to be determined, and March 13, 6:30PM at the Ann Arbor District Library, 343 S. Fifth Avenue, in the fourth floor conference room.

Attendance - There were no attendance issues.

Meeting Evaluation - Positives: Not an easy meeting but there was good movement; a lot was accomplished; this Board is more productive than previous ones; this group works well together; a hard working and dedicated group. Changes for future: try to have a facilitator for every meeting.

Adjournment – The Board adjourned the meeting by acclamation at 8:40PM.

Materials considered by the Board at this meeting may be viewed on line at: <http://groups.google.com/group/pfcbod-archive>

Respectfully submitted by George Esler, Board Secretary