Adopted Minutes
East End Food Co-op Board Meeting
Hybrid Meeting held in EEFC Conference Room and via Cisco WebEx
November 18th, 2024

In attendance:
Board Members: Tom Pandaleon, President; Tyleda Worou, Treasurer; Desmond Zheng, Secretary; Mark Bowers, Nico Demkin, Lucia Covato
Management: Tyler Kulp, Interim General Manager
Member-Owners: Mel Packer, Iris Powell, Syd, Kate Daher, Jackson O'Connell, Sabrina Maines, Fritz Geist, Aviva Selekman Lubowsky, Elisabeth A., Erin B., Jeffrey Fisher, rus, Simone Shapiro, Julie Paris, Bryan, Rebecca
Board Clerk: Jessie Ryan
Absent Board Members: Nick Leise, Vice President; Carlos Gasca Yanez

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Introduction
Tom called the meeting to order at 7:04p.m. and Desmond read the Ends Statement aloud.

The East End Food Co-op exists to enhance physical and social health in our community.
To these ends, we will create:
1. A sustainable member-owned business open to everyone
2. An ethical and resilient food infrastructure
3. A vibrant, dynamic community of happy, healthy people
4. A creative vision to transform the future

Check-In
Tom decided to forgo check-ins to allow more time for the Member-Owners Open Session.

Amend/Approve Agenda
Decision: Check-ins were removed from the agenda and the Member-Owners Open Session was extended. Desmond motioned to approve the amended agenda. Second by Nico. There were no objections.

Amend/Approve Minutes
Decision: Tom motioned to approve the minutes as written. Second by Lucia. There were no objections.

Member-Owners Open Session
Fritz Geist, Chief Steward, read the Union's petition aloud to inform everyone what they are trying to accomplish. If the petition receives 500 signatures, it can be presented to the Board for a vote. Several Members in attendance took a moment to share their thoughts regarding the Union's petition to boycott Israeli-made products and endorse the BDS movement.

Tyleda joined the meeting at 7:33p.m.

November Working Meeting Report
On 11/4/24, the Board met at its monthly Working Meeting and discussed the following: Annual Meeting logistical matters, Staff Election, permanent GM search interviews, rankings, and next steps, and the EEFC Strategic Plan.

GM Update
This report is in addition to the monthly monitoring reports. The expectation of this update is to give additional information to the Board of Directors that may not be included in the month's monitoring report.

This report aligns with parts of sub-policy B7: Communication to the Board…. 'The General Manager shall not cause or allow the Board to be uninformed or unsupported in its work.'

Membership:
Current active Member-Owners:16,862
New Member-Owners: October – 31 (net)
Total Member-Owner Sales: October – $734,625
FYTD New Members (net) – 139

Register Round-Up Total:
Oct - Dec (Q2) Recipients:
PGH SK8 – https://pghsk8.org/
Pittsburghers for Public Transit – https://www.pittsburghforpublictransit.org/

YTD Total Raised: $1,442 (Q1)

Operations Update:
- Autumn is in full swing at the Co-op and we are seeing an uptick in sales, as is usual leading up to our busiest week of the year, Thanksgiving week. For the first time this year, we will be closed on Thanksgiving and the day afterward. Traditionally that is our slowest sales day of the year. This was negotiated into our Union Contract.
- The election is well underway and we are looking forward to the Annual Meeting.
- YTD sales week ending 11/10/2024: $4,795,454 which is 5.4% above PY sales.

Updates/Questions/Comments:
- Is the turkey pre-order still going on?
    - The pre-order is closed, but turkeys will still be available for sale in the store.

B9 – Emergency GM Succession
The Policy Register states, "To protect the Board from sudden loss of GM services, the GM shall not have less than one other Manager sufficiently familiar with Board and GM issues and processes to enable her/him to take over with reasonable proficiency as an interim successor."

Updates/Questions/Comments:
- Tyler did not make any substantive changes to the format of the report this year.
- In the event that the GM resigns, is terminated, or is unable to perform their job, the Interim Management Team (IMT) automatically goes into place. This team consists of all department Managers.
- Tyler listed the IMT's years of service both at the Co-op and as department Managers. He added the two newest Managers who were not part of the report last year.
- It is important to keep the Management Team informed on the Board's processes and business. This encourages participation from all Managers throughout the year, such as contributing to the B reports and attending Board Meetings.

- Was there anything about the transition to the IMT after Maura's resignation that would make you want to change the process?
    - The Management Team found out about Maura's resignation less than two weeks before her last day. We were about to enter into Union contract negotiations and lease extension negotiations, so it felt like we didn't have enough time to prepare for that as a team. The next calendar year where major things such as negotiations will take place, a different plan may be needed.
- What does facilitating the monthly Management Team meetings look like?
    - Every month a different Manager volunteers to create an agenda with input from the other Managers and lead the meetings. This way everyone gets that experience and is comfortable doing so.

Decision: Desmond motioned to accept the B9 as compliant. Second by Mark. There were no objections.

Committee Updates:

Resilience

The Committee is still trying to figure out its structure. Next year, the Committee could possibly be a sub-committee of MOP.

Finance

The Committee did not meet this month but will in December prior to the presentation of the B1 report. They usually meet the week before the Board Meeting.

Board Perpetuation and Elections (BP&E)

The election is underway and is going smoothly so far. After the election, the Committee will work on onboarding Mike and Heather and prepare them for the presentation of the B1 report. The Committee will also be preparing for the Board Retreat in January.

Member-Owner Participation (MOP)

With the Annual Meeting this month, the Committee postponed their monthly meeting. The next meeting will be on December 18th at 7:00p.m. in the Conference Room. Mark thanked everyone for their participation in planning the event. There will be a review of the meeting to see how it went and if anything could be done differently next year.

Executive

The Committee did not meet this month.

Action Items

Directors reviewed progress or lack thereof on Action Items from previous meetings.

Appreciations

Those in attendance took a moment to share their thanks. Lucia will be finishing up her term at the end of the year.

Closing

Next Meeting: Monday, December 16th, 2024
Packet submissions due: Monday, December 9th, 2024

The meeting adjourned at 8:13p.m. without objection.

The Board and Interim General Manager entered Executive Session at 8:13p.m. to discuss the following:

- Status of Boycott Israel petition. General discussion of Board's responsibilities and options when and if petition is submitted. Likelihood of consultation with an attorney.
- Board discussed various Operational matters, including impact and planning for Thanksgiving, Cafe status, and Member drives.
- Follow-up discussion on subject of an all-staff/Board event to promote familiarity and understanding of governance structure.
- Brief discussion of December Onboarding session for elected candidates.