Adopted Minutes
East End Food Co-op Board Meeting
Hybrid Meeting held in EEFC Conference Room and via Microsoft Teams
November 17th, 2025

In attendance:
Board Members: Tom Pandaleon, President; Nick Leise, Vice President; Tyleda Worou, Treasurer; Mark Bowers, Heather Kenner, Frank Noll, Dominika Blach
Management: Tyler Kulp, General Manager; Amber Pertz, Café Manager; Jeff Guerrero, Marketing and Member Services Manager
Member-Owners: Jeremy Kahn, Michael Vogel, Mollie, Kevin Birnie, Jackson, Jeffrey, Fritz, Simone, Julie Paris, Breezy, Hannah S.
Board Clerk: Jessie Ryan
Absent Board Members: Desmond Zheng, Secretary; Nico Demkin

Introduction
Tom called the meeting to order at 7:05p.m. and Dominika 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
Directors in attendance checked in to express their feelings and any needs.

Amend/Approve Agenda
Decision: Mike motioned to approve the agenda as written. Second by Nick. There were no objections.

Amend/Approve Minutes
Decision: Mark motioned to approve the October meeting minutes as written. Second by Dominika. There were no objections.

Member-Owners Open Session
The Board met with its attorney to review the bylaws and the petition. They also met with representatives from NCG and the River Valley Co-op Board, who have experience with a similar petition. The Board will continue discussing next steps in closed session.

Jeremy shared comments and asked several questions regarding the petition. He asked whether the petition could be made available to the membership and how the Board plans to verify that the signatures belong to active member-owners. The Board will determine how to make the petition available and will ensure that Jeremy receives a copy. Leslie Clark, EEFC Membership Database Specialist, will review all signatures to confirm member eligibility.

Jeffrey stated that the petition is not about anti-Semitism, but about anti-genocide.

Fritz read a statement on behalf of Marti Taylor, a staff member who could not attend the meeting while working in the store. Marti expressed concerns about the Co-op's decision to discontinue certain discounts and believes more should be done to address hunger in the community.

Fritz also shared that they are starting a mutual aid initiative to help provide food to the community and encouraged anyone interested in volunteering to sign up.

Mollie, a Co-op member for 13 years, shared that the Union's petition has caused direct harm to the Jewish community and has made many members feel unsafe and unwelcome. She emphasized that the Co-op is meant to be an inclusive space, but the Jewish community feels it is being pushed away.

Julie Paris feels that the Board has failed to adequately address the petition. It is causing harm to many members in the Jewish community who consider Israel a core part of their identity. Tom clarified that the Board has issued a statement in support of the Co-op's policy not to participate in boycotts.

Tyleda joined the meeting at 7:36p.m.

November Working Meeting Report
The Board met on November 3rd and discussed the following:

1. Board organization and communication
2. Wrapping up B6 discussion
3. Capital Campaign updates
4. Annual Meeting
5. Tracking progress of the Strategic Plan implementation

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 total Member-Owners: 17,445

- fully paid Member-Owners: 15,016 (as of 10/31/25)

New Member-Owners: October – Net 32
Total Member-Owner sales: October $810,055, (60% of sales, a FYTD average + 1.74% over prior year)
FYTD New Members (Net) – 144 (Prior Year thru October – 139)

Register Round-Up:
Oct – Dec (Q2) Recipients: Information on each recipient is available on our website, and at each checkout lane.

SisTers PGH
Pittsburgh Bereavement Doulas

FY26 YTD Total Raise: $1,059

Operations Update:

- The signs are now lit up! If you have been on Meade Street after 5:30pm or so you can see the illuminated signs on the front and sides of the building.
- Our new Meat Endcap cooler is slated for install this coming Thursday 11/13 (finally!).

- Repairs were made to the parking lot over the weekend, however the repaving, and sealing will have to wait until the spring.
- Our Annual Meeting took place on Thursday, November 6th. One of the highest attended meetings in my time at EEFC. It was once again held at the East End Cooperative Ministry. Food provided by Mana Meals, and desserts by our café bakery.

Finance Update:

- YTD sales week ending 11/09/2025 (week 19) : $5,029,515, 4.9% over prior year.
- Weekly sales 11/3-11/9 were down -.05% over prior year. For the quarter-to-date we are 3.7% over the same quarter prior year.
- We saw our most significant decline in transaction count in quite some time, -4.3% over the same week last year. SNAP funds were not made available to recipients 11/1 due to the ongoing federal gov't. shutdown and PA state budget impasse. This was the first time in SNAP's existence that benefits were not paid out, even during previous shutdowns.

Updates/Questions/Comments:

- We did expand the Food Bucks program during the SNAP crisis. The cap has been raised from $10 to $100, and more items are now available to earn and redeem Food Bucks. This includes frozen fruits and vegetables without added salt, sugar, or oils. We are waiting to see how long the extension will be. We generated several hundred more dollars in Food Bucks last week than in the same week last year.
- Tyler provided a Capital Campaign update. We have received 23 investments so far, totaling $56,000. The average investment is $1,500. We are calling the top 1,500 shoppers from this year, along with members who may be good prospects based on personal connections. We still have around 400 members on that list left to call. It has been challenging to reach people directly, as many calls go to voicemail. We have also sent letters and emails to the membership. One of the biggest challenges has been identifying larger donors. The campaign deadline is December 7, although we can continue to accept investments after that date.
- We received the CAD drawings of our building from the landlord. Tyler passed those drawings along to the two groups that we are hoping to receive proposals from. Unfortunately, the drawings are not very detailed. NCG feels like the drawings are adequate enough to move forward with their proposal because they are more familiar with our store. The other company did a walk-through of the property and may send out a crew to take some measurements. We hope to have proposals from at least one of them by the end of the year.
- Are there any concerns going into Thanksgiving, such as equipment or staff?
    - A concern is always whether the products that we ordered arrive and if they arrive on time. We rented a refrigerated tow trailer that will be used to store turkey orders. It will arrive on Thursday and will be parked in front of the store. This will free up space in the walk-in coolers for other orders and deliveries, and should prevent missed sales caused by hard to reach perishable items in the back of the coolers. The trailer will also make it more efficient to access turkey orders without paging grocery staff or walking through the entire store. If this approach works well, we may consider purchasing our own unit. We installed a dedicated power supply line so the trailer can be plugged in without interference.
- Is it typical for people to not pay for their membership in full and instead make payments?
    - It is less common now than it used to be.

- Does a member have to be fully paid to have voting rights?
    - Yes, that is correct.

B9 – GM Emergency 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:

- This report is substantially the same as last year. Tyler did update the report to reflect the Strategic Plan instead of an expansion project.
- Is the additional training through a third-party resource for topics such as Board and management relationship building, Policy Governance, etc. required for the IMT?
    - It is offered, but not required.
- Does every manager have some form of a succession plan?
    - Each department has supervisory staff or an assistant manager who functions as the succession plan on an interim basis. We also have managers who have worked in multiple departments who can help out in the event of a sudden departure.
- What obstacles did you face the last time that the IMT took over after a GM's departure? Maybe that is something that could be included in this report.
    - There were many obstacles that we worked through last year. We should be able to handle a similar situation much more effectively next time. Tyler was the Store Operations Manager at that time and did not oversee a specific department, so he had more time to work at the Board level. There are pros and cons to having a large IMT.
- Are all eight managers a part of the IMT?
    - Yes, the IMT includes all managers who are not in their trial period and have opted in.

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

Committee Updates:
Finance
The committee will meet in early December to discuss the B1 Report, prior to the Board Meeting.

Board Perpetuation and Elections (BP&E)
The Board Election ends on November 30th. A few emails have gone out encouraging members to vote. Nico will work on planning the retreat in January, and the new Directors will attend Board training before the December meeting.

Member-Owner Participation (MOP)
The committee will meet on November 19th. Attendance has been slowing down lately. Game night is scheduled for November 18th, and will hopefully continue in the new year. The event has had a good turnout and seems to be going well overall. Nick will be hosting the event in Desmond's absence.

Executive
The committee has met several times over the last month. They will continue to discuss the petition and the Strategic Plan implementation plan.

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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.

Closing
Next Meeting: Monday, December 15th, 2025
Packet submissions due: Monday, December 8th, 2025

Nick motioned to adjourn the meeting at 8:20p.m. Second by Frank. There was no objection.

The Board and General Manager entered Executive Session at 8:20p.m. to discuss the petition.