Adopted Minutes
East End Food Co-op Board Meeting
Hybrid meeting held in EEFC Conference Room and via Microsoft Teams
August 17th, 2026

In attendance:
Board Members: Tom Pandaleon, President; Nick Leise, Vice President; Michael Vogel, Secretary; Frank Noll, Treasurer; Desmond Zheng, Heather Kenner, Jeremy Kahn, Mark Bowers
Management: Jen Girty, Human Resources Manager; eric cressley, Front End Manager; Jeff Guerrero, Marketing and Member Services Manager
Member-Owners: Iris, Fritz, Jeffrey, Stan Beck
Board Clerk: Jessie Ryan

Introduction
Tom called the meeting to order at 7:06p.m. and 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: Directors will vote on engaging with the Carlisle Group after the IMT Update. Tom motioned to approve the amended agenda. Second by Jeremy. There were no objections.

Amend/Approve Minutes
Decision: Initially, Mark motioned to approve the July meeting minutes as submitted. Second by Tom. There were no objections from Directors. During the Member-Owners' Open Session, Fritz, Iris, and Jeffrey noted that comments from July's Open Session were not included in the minutes. The Board Clerk will review the meeting recording and add the omitted comments. Directors will review the amended July minutes at next month's meeting.

Member-Owners Open Session
Iris asked Directors "What does the East End Food Co-op and its community mean to you?" Some Directors stated they would need time to think about the answer to that question. For Iris, this means the people they are shoulder to shoulder with every day, the people of the community. The Co-op is a community space where people with common interests gather. They would like people to think of the Co-op as a third space. Maybe this is something we can discuss further next month. Iris also asked about the status of the Strategic Plan. Tom stated that it is currently paused while they search for a GM, but the plan will continue moving forward.

Fritz acknowledged those who worked to get the FLOWER program started. They noted that it is a great step toward opening up the Co-op's community and creating a third space. The program will make membership accessible to more people, which they hope will lead to a more diverse Board in the future. Both Iris and Fritz expressed a desire to bring back a seating area.

eric mentioned that the Strategic Plan Tyler presented does address the seating area. eric also gave a general overview of the FLOWER program.

Adopted Minutes
East End Food Co-op Board Meeting
Hybrid meeting held in EEFC Conference Room and via Microsoft Teams
August 17th, 2026

August Working Meeting Report
The Board met on August 3rd and discussed the GM search as well as their to do list over the next few months. Desmond provided an update on what is going on with the MOP Committee, including Game Night and a Meet the Board event. Directors also discussed some changes they want to make to the B1 report.

IMT 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:
Fully paid Member-Owners: 15,560
New Member-Owners: 91
FLOWER Members: 79 Total Members, 41 new to co-op
Total Member-Owner sales: July: $814,930 = 63.6% of sales
FYTD New Members (Net) – 91-7=84

Register Round-Up:
July - Sept (Q1) Recipient: Information on recipient is available on our website, and at each checkout lane. This quarter's recipient is the Women's Center & Shelter of Greater Pittsburgh.

Total raised so far for the shelter is: $498.

Operations Update:
- Demolition work in "Gemini" theater space was completed on July 27th. Now we are working to finish, organize, and clean the area to make it ready for utilizing for receiving and backstock.
- In addition to utilizing the landlord's portal to submit requests for sidewalk and parking lot repairs and maintenance, we've also spoken with two of the landlords, who have assured us that the necessary repairs will be completed promptly.
- Vince met with a possible new service company to explore refrigeration and freezer maintenance.
- The hot water heater in the kitchen needs to be replaced. Current estimates are between $12,000-$18,000.
- Holiday orders begin to arrive in the first week of October. We will again rent an Icebox for turkeys.
- Staff picnic is Tuesday 8/25 from 5:30-8:00 in Mellon Park. The store will close at 5:00.

Finance Update:
- YTD sales as of 8/9/2026: $1,548,728 -1.2% over prior year
- Week ending 8/9/2026 sales were $268,011, a +1.8% increase over the same week in the year prior.
- Fiscal year trial balances were completed by our accounting service. The tax preparation has begun and we expect to have timely information for the upcoming B1. Initial interpretation looks like we made money, but the amount will be finalized once we determine the taxes due.
- The Food Trust met with us last week to discuss their new source of funding. They believe they can support Food Bucks for the next year. We will continue to accept existing Food Bucks and Food Bucks Rx coupons. Soon we will begin generating coupons again. However, we still await reimbursement from coupons redeemed from April 2026 to present.
- The previous two weeks showed sales growth, after five weeks of negative sales growth in July and late June. Only 9 weeks so far in 2026 have shown positive sales growth. We are hoping these recent two weeks of growth are tied to the launch of FLOWER and the trend will continue.

Adopted Minutes
East End Food Co-op Board Meeting
Hybrid meeting held in EEFC Conference Room and via Microsoft Teams
August 17th, 2026

Updates/Questions/Comments:

- How effective is using the landlord's portal?
    - It has been hit or miss. Vince has submitted numerous requests but has not received a response. Some of the cracks in the sidewalk have been repaired.
- The Gemini contruction is a part of the Strategic Plan. It's great to see things moving along.
- It seems like there is a lot of reactive maintenance when it comes to refrigeration equipment. Tyler talked about an initiative to look at replacing some of the older equipment before it breaks. Is the amount of money that we are spending on equipment repairs normal compared to other co-ops?
    - It is difficult to compare ourselves to other co-ops because we are in the basement of an old building that is not designed to be a grocery store. We have struggles with equipment that other co-ops do not have. When the temperatures get hot, there is not much we can do to prevent some of these breakdowns. Jen can check in with Vince to get his thoughts on replacing equipment.
- When was the hot water heater purchased?
    - It was last replaced in 2019.
- Is the hot water heater for the whole store?
    - It is for the Café and Produce department.
- Do we have any idea why the Food Bucks program is having trouble with funding? Who else has Food Bucks?
    - Farmers markets and other grocery stores have Food Bucks. When we paused generating Food Bucks, other grocery stores in PA did as well. Food Bucks are paid from government grants, and there was a shift of where the funding was coming from.

Vote on Engaging with the Carlisle Group

Tom highlighted the main points of the contract, including the payment structure and allowances. Directors discussed the contract language and stipulations in further detail. A decision will be made in the next few days and shared at the September Board Meeting.

Committee Updates

Finance

Frank scheduled a training on August 18th with Christy Bowers from NCG to review reporting methods, including NCG benchmarks and co-metrics. The goal is to incorporate some of this information into future B1 reports. Most Directors plan to attend. The Finance Committee will meet with Erin Myers and Pamela Reeves on August 20th to finalize the Board budget, discuss future audits and reviews of the Co-op's finances, and review upcoming changes to the B1.

MOP/BP&E

There will not be a MOP Committee meeting in August. Game Night will be held on August 18th at 6:30p.m. The Meet the Board mixer is scheduled for September 17th. Desmond tabled on August 7th, and there was a decent turnout for conversations. He plans on tabling again on September 4th. If any Directors would like to join, please let him know.

Executive

The Committee met with the IMT on August 10th and discussed the GM search and the Carlisle Group.

Action Items

Directors reviewed the 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, September 14th, 2026
Packet submissions due: Monday, September 7th, 2026

Nick motioned to adjorn the meeting at 8:20p.m. Second by Michael. There were no objections.

The Board entered Executive Session at 8:20p.m. to discuss a personnel matter and the contract with the Carlisle Group.