

PORTLAND FISH EXCHANGE
Board of Directors Meeting Minutes for September 16, 2021
@ 3:00 p.m. via Zoom

Members

Ellen Sanborn
Tom Valleau
Nick Alfiero
Matt Tarasevich
Avis Leavitt
Rob Odlin

Staff

Jodie York
Dave Townsend

Public

Bill Needelman

- 1) **Board President, Ellen Sanborn, called the meeting to order at 3:04 PM with a quorum**
- 2) **Motion & Vote, August 19, 2021 Meeting Minutes**
 - *Board Action: Motion was made by Tom Valleau to accept August's Minutes as written and Seconded by Nick Alfiero, no discussion; Voting for Valleau, Sanborn, Alfiero, Tarasevich, Leavitt. Against, none. Motion passes (5,0)*
- 3) **Management/Financial/Facilities Report**
 - *Board Action: Add total amount of PFE Letter of Credit to financial summary*
 - *Board Action: Bring outstanding accounts receivable into current standing and start process to draw down on buyer letter of credits as necessary to get to 14-day payment terms*
- 4) **Motion & Vote on Proposed Pallet & Box Price Increases**
 - *Board Action: Motion was made by Nick Alfiero to approve the box price increase and Seconded by Matt Tarasevich, no discussion; Voting for Valleau, Sanborn, Alfiero, Tarasevich, Leavitt, Odlin. Against, none. Motion passes (6,0)*
 - *Board Action: Motion was made by Nick Alfiero to approve the pallet price increase and Seconded by Matt Tarasevich, no discussion; Voting for Valleau, Sanborn, Alfiero, Tarasevich, Leavitt, Odlin. Against, none. Motion passes (6,0)*
- 5) **Reviewing Portland Fish Exchange Rules**
 - *Discussion regarding criteria for PFE board members: Avis Leavitt would like to see sector manager be eligible as a board member*
 - *This is a bylaw issue and will be added as an agenda on the next board meeting that the rules are being reviewed*
 - *Discussion regarding removing or reducing the letter of credit requirement for new buyers*
 - *Members felt removal would be exposing PFE to buyers unable to pay for purchases unless payments are made in advance of purchases*
- 6) **Other Business**
 - *Dropping Springs owes considerable amount on back rent which needs to be paid in full by the end of December*
 - *Dropping Springs lease will be up for renewal in the spring*
 - *Overview by Rob Odlin on vessel incentive program that he drafted with Bill Needelman*
 - *Board Action: Motion was made by Tom Valleau to form a subcommittee on the incentive program consisting of Rob Odlin, Nick Alfiero, and staffed by Jodie York and Seconded by Rob Odlin, Voting for Valleau, Sanborn, Tarasevich, Leavitt, Odlin. Against, none. Motion passes (5,0)*
 - *Rob Odlin was assigned as chair for the subcommittee*
 - *Incentive program will be added as an agenda item on upcoming meeting*
 - *Bill Needelman reminded board members about the September 29, 2021 strategic planning meeting between the Fish Pier Authority and the Portland Fish Exchange*
- 7) **Adjourn**
 - *Board Action: Motion was made by Tom Valleau to End the Meeting and Seconded by Avis Leavitt. Board President, Ellen Sanborn adjourned at 4:25 pm*