

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
February 19, 2017

Meeting convened at the Co-op Break Room @ 5:02 pm.

Members Present: Patricia O'Brien, Tom Southworth, Mark Hollenbach, Marcie Hornick, Laura Walls, Charlie Wolcott, Luther Kinney, Alyssa Sherburn, and Marni Hoyle.

Staff Present: Ed King, Rodney Mitton, Chris Whiton, Melissa Bridges, and Charise Baker.

Guests Present: Wayne Ruggles, Angela McShane, and Deb Sullivan.

Agenda Items:

1. Housekeeping & Governance:

- a. Laura motioned, Charlie seconded and the board voted unanimously to accept the January minutes.
- b. Marcie motioned, Laura seconded and the board voted unanimously to accept the 2017 Q4 financial report.
- c. Laura motioned, Luther seconded and the board voted unanimously to accept a request to redeem shares presented by Melissa. Trish signed the redemption request form.
- d. Alyssa motioned, Luther seconded and the board voted unanimously to accept Ed's compliance with Global Constraints.

2. General Manager's Report:

- a. January sales were up 17% over last year but \$4k below budget.
- b. Customer counts are up 500-600 per week with average baskets sizes up an average of more than \$3.00 to more than \$40.
- c. February sales so far are \$32k over budget. Shaw's was closed for four hours on 2/10, resulting in a sales gain of approximately \$10k. Sales are still being positively impacted with the continued negative press that Shaw's is receiving.
- d. The Café area is finally situated with no further changes planned. There will be new recycling containers available prior to Earth Day.
- e. A dairy reset was done to create a display for Cabot product only.
- f. Gallagher Flynn conducted their audit last week and will be presenting their report at the March 26th board meeting. The audit went well and the auditors were happy.
- g. NFCA staffed visited the store to review the HFA material and processes. They were impressed with the store.
- h. HFA and MM discounts were up significantly in January, amounting to \$707 and \$910 respectively. The proposed changes to the SNAP program is concerning as both of those programs rely on SNAP to qualify. Ed encouraged all to write letters to politicians in support of SNAP funding at current levels.
- i. NFCA's annual meeting is March 17th and there is room for one board member to attend. Several people from the Androscoggin Co-op will be attending and it would benefit them to connect with our board. Chris will be running for the NFCA board this year.
- j. Energy usage (propane and electric) was down 34% per square foot in 2017.
- k. Ed, Chris and Rodney visited the new City Market and expanded Middlebury Co-ops.
- l. AGNE bought 5 stores in Vermont (the Comeau Group) and will operate those stores under current management. This should be a net positive for AG patronage.
- m. Many thanks to the board members who attended the harassment training.

- n. Ed suggested that members of the Androscoggin Co-op should be invited to attend our April board meeting to see how our board works.
- o. Ed suggested that the Co-op donate extra CDS Consulting training hours to the Androscoggin Co-op.
- p. Ed informed the board that a consistent message and talking points about patronage rebates was circulated to the staff.

3. Board Issues:

- a. Chris conducted the board education piece for this meeting. Chris distributed an outline of the many duties he performs here at the store to include oversight of the front end, center of store, receiving and price coordination, IT and Managers on Duty. Chris is also the captain of the Safety Committee. When asked, Chris stated that his biggest challenge was learning how to handle the many personalities of all the people
- b. The Nominating Committee presented four names as the slate of candidates for this year's election at the Annual Meeting. Luther motioned, Marcie seconded and the board voted unanimously to accept the slate as presented. Three candidates were present at this meeting and took time to tell the board about themselves and why they were interested in serving as a board member.
- c. There was discussion on payroll, living wages and the FT/PT ratio and how it impacted the net loss in 2017.
- d. Succession planning is still needed to fill the Executive Committee after the election.
- e. There was discussion on future online store sales. This project is still in the early planning stages.
- f. Luther asked all current board members to send him one thing that they think would have helped them when they became board members. He would like to include these helpful hints into board orientation packages. Luther and the Governance committee have been tasked with finding board education for the 2017-2018 board calendar.
- g. Charlie asked about a topic he raised at the January meeting concerning ways to identify diabetic friendly foods on the shelf. Charlie stated he would be happy to help identify these foods.

4. Other Topics:

- a. Melissa informed the board about preliminary plans for the Annual Meeting. The meeting will be held in the Café and will be a day long event. There will be a scheduled time to meet the candidates. There will be a video on loop during the day, to include audio as required. Rodney stated that there will also be a split discount member day (15% full 10% partial) on that day. Partial members will be encouraged to become full members so they can participate in the election. There will be booklets available that outline the accomplishments of the Co-op during the previous year. There is an annual meeting planning session scheduled for Tuesday, February 20th.
- b. Future meeting dates were established. They are:
 1. March 26th at 3:00 pm at the AHEAD conference room
 2. April 23rd at 5:00 pm at the Coop
 3. April 25th – Annual Meeting

Laura motioned and Marni seconded to adjourn the meeting at 6:46 pm. This motion passed unanimously.

The board went into Executive Session

The next scheduled meeting is March 26th in the AHEAD conference room to begin at 3:00 pm.

Respectfully submitted by:
Charise Baker