

**Littleton Consumer Cooperative Society**  
**Board of Directors**  
**Meeting Minutes: Regular Board Meeting**  
**May 20, 2019**

**Meeting convened at the Co-op Breakroom @ 05:00 pm.**

**Members Present:** Marcie Hornick, Wayne Ruggles, Laura Walls, Stephannie Bournival, Dani Shaw, Angela McShane, and Alyssa Sherburn.

**Staff Present:** Ed King, Chris Whiton, Annie Stuart, Minnie Cushing, Becky Colpitts, and Charise Baker.

**Agenda Items:**

**1. Housekeeping & Governance: .**

- a. Laura motioned, Wayne seconded and the board voted unanimously to accept Ed's compliance with Executive Limitations sections B3 of the Governance Policy. Discussion included a review of insurance policies. One policy added additional coverage for employee data and perishable inventory. A construction replacement cost analysis will be conducted prior to policy renewal in 2020 to make sure that the Coop is adequately covered.
- b. Marcie motioned, Laura seconded and the board voted unanimously to accept the April minutes as presented.
- c. Slate of Officers:
  1. Wayne as President: Marcie motioned; Alyssa seconded
  2. Alyssa as Vice President: Marcie motioned; Wayne seconded.
  3. Luther as Treasurer: Marcie motioned; Laura seconded.
  4. Stephanie as Secretary: Marcie motioned; Alyssa seconded.The board voted unanimously to accept the slate of officers as presented.
- d. Charise will continue in her admin support role as minute taker.

**2. General Manager's Report:**

- a. April sales were \$88k/10.5% over last year but just below budget by \$5k. May sales are down from last year and the miserable spring weather could be a contributor.
- b. The Annual meeting and Anniversary celebration were well attended and went well. Thanks to Deb for her contributions and to the staff for all their hard work. Many vendors came to celebrate 10 years with us and there was a lot of positive feedback. There was also a great story and front cover picture in the Manchester Union Leader. Both the Annual and Audit reports are available online. Membership discounts for the weekend were almost \$10k.
- c. The Grand Prize winner will do their shopping spree the morning of Tuesday May 21st. The winner will be contributing a large portion of their winnings to charity.
- d. Angela volunteered to represent the board at the Community Fund Committee on May 29th at 5:00 pm. The committee will be selecting awardees for this and next year. The awardee must be a non-profit organization that is not currently a Partner of the Month.
- e. Each board member will receive a complimentary copy of Jon Steinman's book "Grocery Story". Jon gave an enlightening talk on the need for food co-ops in North America and some of the struggles they are encountering.
- f. The Co-op will be changing payroll companies from ADP to Paylocity. Paylocity offers more options that will help with onboarding, scheduling and other services.
- g. The livable wage offered by the Co-op will raise to \$11.44 in June. The MIT Single Person Living Wage Model is used to determine this value. It is a melded amount based on the living wage in Grafton and Coos counties. Employees will also be getting a 3% COLA raise.
- h. Our current appraisal process has been changed as a result of a recent 3 hour training session which focused on our current process. The new process will involve quarterly conversations that are meant to encourage more growth with all of our employees.
- i. The Co-op will be hosting the final Dinner Bell Community dinner of the spring on June 11th. The board is welcome to assist. It is anticipated that 40-50 people will attend over the two hour event. Another dinner may happen at the end of August. The meal is free but donations for the POM would be accepted.

- j. A classic car and ice cream social event is being planned for Monday June 24th. All 60-80 cars will be pre 1926 vintage vehicles and Bishops will be supplying the ice cream. Tentative time frame is three hours in the afternoon.
- k. The Co-op will be hosting two movies at the Colonial Theatre this summer. The first movie is “Farmer of the Year” and is scheduled for June 27th. The second movie is “The Biggest Little Farm” which will be most likely shown in September. This event will be followed by a panel discussion featuring some of our local farmers.
- l. The next call with Michael Healy is 10:00 am on June 17th. Wayne stated that these calls are very worthwhile and encouraged all board members to join the conversation.
- m. The Co-op was fined \$3k by OSHA for the lack of tie offs on the roof and gated passage to the roof access ladder. We’ll be working with WorkWISE annually to assure that we stay OSHA compliant.
- n. Ed continues to work with AFC on their start up operations. Because of the amount of time spent with AFC, Ed will be working as a consultant going forward.
- o. It is expected that the Co-op will reach 7000 members sometime this summer.
- p. Ed will be having foot surgery on 5/30 and will take the following week off.

### 3. Board Issues:

- a. The board still needs to find a topic for the Annual retreat scheduled for 10/12. It was suggested that perhaps there could be discussion surrounding “Grocery Story” by Jon Steinman.
- b. Discussion was had on Fair Trade and the use of Child/Slave labor. It would be very difficult to make any commitments to avoid all child/slave labor products as many of the ingredients used are difficult to trace. There is currently no way to verify these ingredients in the United States. At this time, education about the practice and the promotion of Fair Trade seem to be the best start. The Co-op will look at ways to track Fair Trade item sales and the management team will be encouraged to look at this issue when selecting new items for the store. There is an APP available called Sweat and Toil that can be used to scan UPCs of items to see if they are free from child/slave labor ingredients.
- c. The board reviewed section C4 of the Governance Policy.
- d. Marcie is responsible for the June education piece. Sections C5 and C6 of the Governance Policy are due to be reviewed in June.
- e. Alyssa, Laura and Deb will form an Employee Appreciation Committee. The purpose of the committee is to schedule and plan the event for August. Charise will post the committee charter to the Board Drive.
- f. Minnie distributed conflict of interest forms.

### 4. Other Topics:

- a. The board will continue to meet on the first Monday after the 15th of the month at 5:00 pm
- b. Future dates are:
  1. Community Fund Committee meeting: 5/19 at 5:00 pm
  2. Dinner Bell Community Dinner: 6/11
  3. Michael Healy call: 6/17 at 10:00 am
  4. Classic Car/ Ice Cream Social: 6/24
  5. Movie “Farmer of the Year” at the Colonial Theater: 6/27

Laura motioned, Dani seconded and the board voted unanimously to adjourn the meeting at 6:15 pm

**The next scheduled meeting is June 17th at the Coop breakroom to begin at 5:00 pm.**

Respectfully submitted by:  
Charise Baker