

**Littleton Consumer Cooperative Society  
Board of Directors  
Meeting Minutes: Regular Board Meeting  
September 16, 2019**

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

**Members Present:** Wayne Ruggles, Luther Kinney, Angela McShane, Marcie Hornick and Alyssa Sherburn.

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

**Agenda Items:**

**1. Housekeeping & Governance:**

- a. Luther motioned, Marcie seconded and the board voted unanimously to accept Ed's compliance with section B2- Planning and Financial Budgeting of the Governance Policy with the condition and understanding that the 5 year plan was incomplete.
- b. Luther motioned, Alyssa seconded and the board voted unanimously to accept the August minutes as presented.
- c. Marcie motioned, Alyssa seconded and the board voted unanimously to renew the contract with Columinate for the upcoming year. Estimated cost is \$7,000.
- d. Marcie motioned, Alyssa seconded and the board voted unanimously to allow Wayne to reach out to Frank Wilich to see if he would be interested in being an interim board member.

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

- a. Ed reviewed preliminary 2020 budget figures to include
  1. 2020 is a 53 week year.
  2. Projected sales of \$14,329,000 (a 6.1% increase) with a margin of 33.1%.
  3. Net income of \$207k - a 1.4% increase.
  4. Cash balance of \$900k - up slightly from the current level.
  5. Membership growth of 300-400 members
  6. \$155k in capital expenses.
  7. Includes paying down debt, member loans and new debt for equipment upgrades/purchases.
- b. The 2020 draft budget is available on the Board Drive.
- c. July sales were \$35k over budget and August was \$58k over budget.
- d. Net income in July was \$60k, \$20k over budget.
- e. YTD net income is \$38k which is \$15k over budget.
- f. Debbie Suassuan from Columinate will be performing the Market Study per the August Board decision. This study will include market impacts of new stores in Whitefield, Franconia, Berlin and STJ and the possible impact of those stores on the Co-op.
- g. A CAT (Customer Address & Transaction) survey will be conducted in conjunction with the Market Study. The goal is to capture 700 entries. The last CAT survey was almost three years ago and this will allow us to compare the differences between them.
- h. Mac's Market in Whitefield is scheduled to close 9/27/19. There isn't any hard news about if/when the Franconia store will close. A direct mailing with a coupon was sent to the residents in Whitefield.
- i. The AFC and Caledonia Food Co-op are both making good progress on their organizing efforts. Both have started membership campaigns. The AFC has not made a site selection.
- j. NCG will be simplifying their Membership agreement. A copy will be provided to the board once available. Some participation aspects will be removed and the agreement will have more of a 'cafeteria' plan of options.
- k. Columinate will be engaged to conduct an employee satisfaction survey in April of 2020. This will be three years after our last employee satisfaction survey. Columinate will also conduct an HR review. The Co-op will be working with one of Columinate's HR specialists and quarterly check-ins will be scheduled with HR.
- l. The Partner of the Month fair was very successful last month and the 2020 line up has been set. Round up funds will be diverted to the Community Fund on 9/21 and 9/22. After discussion, Roots to Rise was chosen to be the 2020 recipient of the Community Fund donation.
- m. The first New Member Welcoming event is scheduled for November 6th from 5-6pm. It is a meet and greet event and will be located in the cafe.

- n. The patronage rebate is scheduled for the end of September. Letters will be sent to members receiving rebates of \$5.50 or more. The members will receive a merchandise credit or in some cases can choose cash. The board has been asked to consider how long retained rebate capital should be kept. An end date needs to be decided and it was requested that this date be decided and brought up for a vote during the October meeting. A question was raised on how the retained capital was placed on the balance sheet. Minnie will confirm and relay that information.
- o. The Co-op will return to the winter hours of 7am - 8pm beginning the week of October 13th.
- p. Some Co-ops in Vermont are experiencing tough labor negotiations with their Unions, trying to get a \$15 an hour minimum wage. Our Co-op currently pays a livable wage for our area.
- q. The CCMA event will be held in South Dakota next summer. The board budget allows for board members to attend this event.

### **3. Board Issues:**

- a. The Board has some homework to do prior to the retreat. This homework includes doing a competition price check as assigned, reading the handout on Strategic Leadership and watching a video (link to the video is on the agenda). A draft retreat agenda from Columinate was distributed. All resources for the retreat are available in the September folder in the Board Drive.
- b. The Board reviewed section C8 - Governance Investment of the Governance Policy.
- c. Becky presented the Board education piece created by Dani. This educational piece focused on sustainability. A handout was distributed.
- d. There was discussion on filling a vacant board director position. The vacant position was due to expire in April of 2020. It was decided to contact the 2019 election runner up Frank Wilich. Wayne will contact Frank to see if he is interested in filling the vacancy.

### **4. Other Topics:**

- a. Annie distributed and reviewed a handout on upcoming Marketing events.
- b. Future dates are:
  - 1. Annual Board Retreat: October 12th
  - 2. October Board Meeting: October 21st.
  - 3. New Member Welcome Event: November 6th.
  - 4. November/December combined meeting date: December 2nd.

Marcie motioned, Alyssa seconded and the board voted unanimously to adjourn the meeting at 6:25 pm  
**The next scheduled meeting is October 21st at the Coop breakroom to begin at 5:00 pm.**

Respectfully submitted by:  
Charise Baker