

**Littleton Consumer Cooperative Society**  
**Board of Directors**  
**Meeting Minutes: Regular Board Meeting**  
**February 17, 2020**

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

**Members Present:** Wayne Ruggles, Luther Kinney, Dani Shaw, Deb Sullivan, Alyssa Sherburn, Stephanie Bournival, Marcie Hornick and Angela McShane.

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

**Guests:** Jim Moore, Penny Keeler, Vanessa Robbins and Barb Radmore

**Agenda Items:**

**1. Housekeeping & Governance:**

- a. Marcie motioned, Dani seconded and the board voted unanimously to approve the December 2019 and January 2020 minutes.
- b. Luther motioned, Alyssa seconded and the board voted unanimously to accept the 2019 Q4 Financials as presented. There was a brief discussion about the financial report including all the costs associated with the Franconia project.
- c. Luther motioned, Alyssa seconded and the board voted unanimously to accept compliance with B: Global Executive Constraint of the Governance Policy.
- d. Let the minutes reflect an online vote to approve opening an account with Woodsville Guaranty Bank for the purpose of 'buying' change. Luther motioned, a second was received and the board voted unanimously via emails dated 01/28/2020.

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

- a. Sales in January were \$1.35M, which was approximately \$100k over last year and \$90k over budget.
- b. The first two weeks of February showed strong growth; \$44k over last year and \$26k over budget.
- c. January inventory results show a 1.09% gain over budget target (\$14.6k), which helps make up for margin losses shown on the year-end inventories.
- d. Electrical improvements made include OSHA required conduits for several coolers and the bakery slicer, additional emergency lighting and drop down cords for deli slicers.
- e. The Bakery walk-in freezer required repairing due to the insulation splitting in the back.
- f. The first Your Co-op and You new member tour held on February 5th was a great success. Thank you to Deb and Dani for their board support during this event. The next tour is scheduled for Wednesday May 6th. It was suggested that a feedback form be given to all tour attendees.
- g. Grafton County Advisory Council will be here on 2/24 for a store tour at 5pm and a meeting from 6-8pm.
- h. The NFCA annual meeting is coming up on 3/21 in Greenfield MA. Looking for 1-2 more attendees.
- i. There was discussion on the new Franconia Market & Deli slated to open by Memorial Day. The Co-op will focus on our strengths, pricing and employee retention. Marketing will be strong at that time due to the Annual Meeting and Anniversary celebration.

**3. Board Issues:**

- a. The Board reviewed section Governance C1- Governing Style of the Governance Policy.
- b. The Appraisal Committee was formed with Luther, Wayne and Alyssa as committee members. A committee charter will be distributed. It was discussed that the current calendar timeline for GM reviews be updated to align with the new review timeline of Co-op managers.
- c. Marcie updated the board on her review of the by-laws. Marcie suggested that some changes should be made after researching the Hanover by-laws. She will provide the recommended changes to the board at the March meeting. All changes must be approved and provided to the membership no later than April 20th. A By-law Committee charter will be distributed.
- d. Angela will update the Board Calendar for the 20/21 year. Charise will assist with this.

- e. The board selected September 19, 2020 as the date for the board retreat.
- f. Discussion about second floor access was tabled.
- g. The Nomination Committee provided an update to the board:
  - 1. The application package is available in store and online.
  - 2. The committee will distribute to the board a list of events and a sign-up for participation.

#### 4. Other Topics:

- a. Annie and Becky provided the board with a Marketing update to include:
  - 1. The Spring Radish will arrive on April 15th. A request was made for an article from the board for the publication. The deadline for submission is March 6th.
  - 2. There will be a North Country Pride event on June 20th. Annie, Becky and Dani are on the Pride committee. There is large community support for the event and it does align with the Co-op's mission and principles. The Co-op is considering a donation to this event of \$500. It is being brought to the board's attention for transparency.
  - 3. The Annual Meeting is scheduled for May 14th at the Colonial and planning help is being requested from the board. Deb, Wayne and Dani all volunteered to help. April 22nd is the deadline for printed materials. The event will start at 5:00pm with local vendors and farmers providing sustenance. The meeting will start at 7:00 with hopes of filling the 300 seat theatre. Vendor support will be sought for raffle prizes and swag.
- b. Upcoming Dates:
  - 1. NFCA Annual Meeting: March 21st.
  - 2. Radish Article Submission: March 6th.

Marcie motioned, Luther seconded and the board voted unanimously to adjourn the meeting at 6:15 pm  
The board then went into Executive Session.

**The next scheduled meeting is March 23 at the Coop breakroom to begin at 5:00 pm.**

Respectfully submitted by:  
Charise Baker