

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
October 26, 2020

Meeting convened via Zoom @ 5:04 pm.

Members Present: Wayne Ruggles, Jim Moore, Vanessa Robbins, Stephanie Bournival, Matt Whiton, Dani Shaw, and Luther Kinney.

Members Absent: Angela McShane and Deb Sullivan.

Staff Present: Ed King, Chris Whiton, Minnie Cushing, Becky Colpitts, Ashley Wallingford and Melissa Bridges.

Staff Absent: Charise Baker and Annie Stuart.

Housekeeping & Governance:

- a. Jim motioned, Luther seconded, and the board voted unanimously to approve the August 2020 board minutes.
- b. Stephanie motioned, Matt seconded, and the board unanimously voted to accept the B1 and B2 report.
- c. Minnie shared dashboard with key monitoring metrics that were discussed at September retreat.

1. Interim General Manager's Report:

Financials:

- a. Sales for September were up 25% over 2019.
- b. Q3 sales were up 19% over 2019 and \$552k over budget.

Topics:

- c. New Board Dashboard has been created based on metrics discussed at our September 19th Board retreat.
- d. Two
- e. Weekend events (Harvest Sale 10/2-10/4 and Case Lot Sale 10/16-10/18) well received by shoppers. Case Lot Sale had almost 100% sell through.
- f. Continuing Senior Five and Dime monthly for the foreseeable future. Cost is roughly 50% higher than normal Senior Day average.
- g. Member appreciation weeks in both September and October. Might skip November and December due to holidays.
- h. \$2 Covid bonus discontinued as of 10/3. All employees received bonus equal to \$1/hr for the past 6 months of work (57k total). Pay scales adjusted +0.22 to meet Grafton livable wage.
- i. Continuing discussions on solidifying criteria for raises and bonuses, as well as reviewing our pay scales and org chart.
- j. Purchasing 9 new scales to replace existing Deli/Meat/Produce scales in anticipation of updating to PLUM scale management system.
- k. Converting old employee rest room to accommodate two or three new workstations for better employee distancing.
- l. WebCart upgrade on hold due to firewall issues. Current curbside workload has not shown any growth, so there is no pressing need to get WebCart in place before the holidays.
- m. In anticipation of possible shortages due to COVID and the supply chain, we are stocking up on baking staples, cleaning supplies and select meat items.
- n. Recently updated our current employee COVID prevention policy to reflect changes in NH universal guidelines.

2. Board Issues:

- a. C-8, D-2 board monitoring reviewed and discussed.
- b. Ends Report Committee update tabled to November meeting.
- c. Employee Appreciation Committee update tabled to November meeting.

3. Other Topics:

- a. Ed reserves the right to adjust the budget on a quarterly basis during the Covid pandemic. Starting with the 1st quarter of 2021, any adjustments will be reflected in the financial statements before they are reported to the board.
- b. Board Committee nominations for March vote—Wayne, Deb, Angela for re-election.

Vanessa motioned, Stephanie seconded, and the board voted unanimously to adjourn the meeting at 6:11 pm.

November/December meetings will be combined due to holidays.

The next scheduled meeting is December 7th, 2020. Location to be determined.

Respectfully submitted by: Vanessa Robbins, Secretary