

Littleton Consumer Cooperative Society  
Board of Directors  
Meeting Minutes: Regular Board Meeting  
December 7, 2020

Meeting convened via Zoom @ 5:03 pm.

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

Members Absent: None

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

**1. Housekeeping & Governance:**

- a. Angela motioned, Deb seconded, and the board unanimously voted to approve the October minutes.
- b. This meeting was set to combine November and December monthly meetings during the holidays.
- c. Deb recommended addressing our mission and vision at each board meeting, which went into effect today.
- d. Ed went over Q3 dashboard information.
- e. Ed went over GM compliance with B5 (treatment of customers), B6 (staff treatment and compensation). Luther motioned, Vanessa seconded, and the board unanimously voted to approve B5/B6 evaluation.
- f. Ed and Minnie had come up with patronage rebate information for the board. The total patronage amount will be set up to \$400K. Jim motioned, Dani seconded, and the board unanimously approved this total patronage amount. At the next meeting we will vote on breakdown percentage of cash check versus in-store credit.

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

*Financials:*

- a) October sales were up over 19% compared to last year.
- b) November sales were up 14% over last year.
- c) Thanksgiving weekend was down \$30K-- ski areas were open last year at this time.
- d) We lost \$8k in October compared to budget. The biggest variance was \$57K in Hazard Pay Bonuses.
- e) Cash is above \$2.2 million.
- f) Year-end net income will be above \$700k for the year.

*Other topics:*

- a) Last month we reinstated our \$2 an hour hazard pay because of an upsurge in local cases.
- b) To date we've had one employee test positive for COVID 19 and another quarantined because of a family member's positive test. Both employees are fine and back to work.
- c) We spent money budgeted for our holiday party on raffle prizes for employees.
- d) Because of a 35% increase in insurance rates from Anthem, we have decided to switch to Harvard Pilgrim, saving 16%.

- e) After a conversation with GFC our auditors we learned that we will have to pay income taxes on our PPP money. Because of that and our extraordinary net income this year we will have a large tax prepayment in this fiscal quarter.
- f) We will also pay out our largest Patronage Rebate. Amount to be discussed in this meeting
- g) We'll have a one-week floating member discount starting this Friday. Starting in January we'll reduce the floating discount period to 3 days each month to reduce that expense.

**3. Board Topics:**

- a. Melissa presented 2020 staff satisfaction survey report conducted by Columinate consultants. It was concluded that Littleton Food Co-op employees are extremely satisfied with the vast majority aspects of their workplace.
- b. D-3 (delegating to the GM), D-4 (evaluating the GM) board monitoring policies reviewed and discussed.
- c. Ends Report Committee met virtually prior to board meeting—update at next meeting.
- d. Becky went over North Country Council “Community Conversation.” The conversation is about what our community needs to thrive and where to allocate funds. These conversations will happen Tuesday’s through the winter. If you’d like to attend one of these meetings please email Becky.
- e. Board Committee nominations for March vote—Wayne, Angela, and Deb for re-election. Angela will not be running again, so there is one open seat for nomination. Wayne and Deb will be running again. Nomination committee will consist of Wayne, Deb, Matt, Jim, and Stephanie. Deb will send an email in January to discuss.
- f. Deb recommended re-directing our board education piece by assigning Columinate topics to members to create more discussion within meetings. Deb will present her education piece at the next meeting.

Vanessa motioned, Stephanie seconded, and the board voted unanimously to adjourn the meeting at 6:53 pm.

The next scheduled meeting is January 25<sup>th</sup>, 2020 at 5:00pm via Zoom.

Respectfully submitted by: Vanessa Robbins, Secretary