

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
January 25, 2021

Meeting convened via Zoom @ 5:07 pm.

Members Present: Wayne Ruggles, Jim Moore, Vanessa Robbins, Stephanie Bournival, Matt Whiton, Dani Shaw, 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. Deb read Littleton Food Co-op vision and mission statement.
- b. Deb motioned, Stephanie seconded, and the board unanimously voted to approve the Nov/Dec minutes.
- c. Ed went over Q4 dashboard information.
- d. Ed went over GM compliance with B1 (financial conditions and activities). Angela motioned, Deb seconded, and the board unanimously voted to approve.
- e. Ed and Minnie had come up with patronage rebate information for the board. The total patronage amount will be set \leq \$409,264 and be divided cash check versus retained capital. Dani motioned, Matt seconded, and the board unanimously approved this total patronage amount AND to divide 50/50: cash check versus retained capital.

2. Interim General Manager's Report:

Financial:

- Q3 net income was well below budget due to a few year-end payments and charges including, prepaid federal taxes.
- Fourth quarter margins were well above budget, as were sales.
- Labor was well above budget due to accrued PTO and increased hazard pay. Holiday bonuses and accrued 2021 bonuses were increased to be in line with Coop earnings.
- The Coop purchased \$5,000 in State tax credits to benefit phase 2 of the River District Project. The benefit will be realized in 2021.

Other topics:

- We purchased a couple of sheds to help clean up the east side of the building.
- Our abutter was granted zoning approval to split their lot. He intends to build a mini golf business.
- Chargepoint is still waiting for the State of NH to decide on the Charging station network.
- We are exploring (along with other New England Coops) the cost / benefit of a generator for the Store. Past research determined that they were too expensive.
- We're exploring formats for this year's annual meeting, leaning towards staying with Zoom.

- We'll be having meetings this week to begin our Compensation Survey. What is our philosophy as far as employee pay goes? How would we deal with a \$15 minimum wage?
- The Management Team is focusing on BIPOC, LGBTQ and Women Owned business sourcing.
- We received a modest settlement from UNFI of \$1,600.00 for their Fuel Charge abuses.
- We're exploring the possibility of incentivizing vaccines for employees once they are available.
- Ed explored the possibility of upgrading refrigeration equipment to CO2 refrigerant. It doesn't make sense to do at this time and should be done as part of a major upgrade.

3. Board Topics:

- a. C (global governance commitment) board monitoring policy reviewed and discussed.
- b. Wayne brought up Columinate courses. The courses are free to board members and all should take advantage of this resource. Annie has added this information to the nominee packet as an expectation.
- c. Nomination committee update report given by Deb. Draft of packet in board drive.
- d. Luther has resigned from his position; so another seat (totaling 4) will be open for nomination. Anyone can recruit nominees.
- e. Deb education piece was the most popular words of 2020.
- f. Calendar planning: 4/26- Auditors visit
5/13- Annual Meeting
- g. It was discussed that each board member will take part in the Annual Meeting this year.

Wayne motioned, Angela seconded, and the board voted unanimously to adjourn the meeting at 6:25 pm.

The next scheduled meetings are February 22nd and March 22nd at 5:00pm via Zoom.

Respectfully submitted by: Vanessa Robbins, Secretary