

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
Auditors Virtual Visit
April 26, 2021

Meeting convened via Zoom @ 4:00 pm.

Members Present: Wayne Ruggles, Jim Moore, Vanessa Robbins, Matt Whiton, Dani Shaw, Deb Sullivan.

Members Absent: Angela McShane

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

Auditors Present: Garth Allen CPA and Steve Austin CPA

Guests: Thomas Simpson, Patricia Reobertson, and Scott Butterfield.

1. Housekeeping & Governance:

- a) Deb read Littleton Food Co-op vision and mission statements.
- b) Dani motioned, Deb seconded, and the board unanimously voted to approve the March minutes with no corrections/additions.
- c) Garth and Steve went over the audit report (uploaded to board drive for reference) with no reportable findings. Vanessa motioned, Deb seconded, and the board unanimously voted to approve this year's audit report.
- d) Ed went over GM compliance with B1 (financial condition) and B4 policy (membership rights and responsibilities). Vanessa motioned, Deb seconded, and the board unanimously voted to approve.

2) General Manager's Report:

Financial Report:

- a) Fresh Start Farm was selected as our Community Fund Grant recipient.
- b) Our Spring Radish has been sent to the printers, it also contains our 2021 annual report.
- c) The Green Team will be coordinating some of their work with NCG Co-efficient.
- d) We've had two cases of COVID 19 in the last month. There was no spread and both employees have recovered.
- e) We'll be renewing our insurance in May. We'll be adding some Cyber Insurance for \$3,900 annually. We'll also be updating alcohol and employee theft coverage. We are also changing our D & O insurer to save some money.
- f) We're looking for a firm to update replacement cost estimates so we can raise that insurance coverage to reflect recent increases in building costs.
- g) We have been actively engaging in HB 177 and HB 544.
- h) We're getting a quote on tint replacement, roof maintenance and parking lot drainage. (paving?)
- i) Our Dashboard has been updated.
- j) We're hiring an artist to paint a mural, details to be determined.

- k) The Soil series has ended but was recorded and can still be viewed.
- l) We'll continue with our mask mandate, but we are ending our overnight sanitation. Periodic daytime sanitations will continue.
- m) NCG Direct Mail Coupons were a success. There may be a repeat this fall with Field Day products.
- n) We are partnering with Mascoma to create a low interest loan program for employees.
- o) I attended a Coop Cafe this weekend, those are always worthwhile.
- p) The Dorchester Coop Annual Meeting is later tonight, I will be zooming in.
- q) I included the NFCA Diversity Statement, do we want one of our own? JEDI committee to be formed after new seated board members are elected.
- r) Annie's a board election update: Q+A to be held on Wednesday, 4/28 @ 6:00pm. Voting will take place April 30th-May 15th. **Info for how to vote on the Littleton Food Co-op website.

Financials:

- a) Sales were \$70k over budget but have been soft in April.
- b) Year over year sales are up \$186k but that increase is eroding fast.
- c) Net income was \$560k, up significantly because of the PPP forgiveness. Removing the PPP and COVID bonus we were up slightly to budget.
- d) Our cash remains strong at above \$1.8 million.
- e) In Q1 we had 158 new members and \$10,600 in new equity.
- f) We'll be hitting 8,000 members this week, but we should be dealing with inactive members this year.

3) Board Topics:

- a) Wayne read the D1 (unity of control) board monitoring policy-- reviewed and discussed.
- b) Calendar planning: Thursday, 5/13 @ 6:00pm-7:00pm- Annual Meeting
- c) Update on Annual Meeting committee. Film will be finished and viewed prior to the event via Zoom in an AM Committee meeting.
- d) HB141 opposition letter was written and sent on behalf of NFCA.
- e) Ed gave a summary of the NCG report.
- f) Diversity statement to be formed at a later date after a process is decided on.
- g) 21/22 board calendar to be updated after the new sitting board is elected.
- h) The June board meeting will potentially be via Google Meet. We would like to stay with Zoom until the Annual Meeting is over.
- i) CCMA courses available for members. Check them out June 7th-June 11th.
- j) Board retreat will be held September 11th.

Deb motioned, Dani seconded, and the board voted unanimously to adjourn the meeting at 6:08 pm.

The next meetings will be held via Zoom:

Monday, May 17th

Monday, June 21st

Respectfully submitted by: Vanessa Robbins, Secretary