

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
Auditors Virtual Visit
May 17, 2021

Meeting convened via Zoom @ 5:04 pm.

Members Present: Wayne Ruggles, Jim Moore, Vanessa Robbins, Matt Whiton, Dani Shaw, Casey Wilkins, Patricia Robertson, Kirsten Scobie, Deb Sullivan.

Members Absent: None.

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

Guests: Pam Laflamme and Peter Higbee of Berlin Co-op start up

1. Housekeeping & Governance:

- a) Deb read Littleton Food Co-op vision and mission statements.
- b) New board members were welcomed today! Congratulations!
- c) Jim motioned, Deb seconded, and the board unanimously voted to approve the April minutes with no corrections/addendum.
- d) Ed went over GM compliance with B3 (insurance). Deb motioned, Matt seconded, and the board unanimously voted to approve.
- e) Pam and Peter delivered a presentation regarding a possible merger between the Berlin Co-op start up and the Littleton Food Co-op (please see GM report below). Ed requested to explore this opportunity further with the Berlin Co-op board. Dani motioned, Vanessa seconded, and the board unanimously voted to approve this request.
- f) Jim was nominated to serve as Board Treasurer. Wayne motioned, Vanessa seconded, and the board unanimously voted to approve.

2) General Manager's Report:

- a) Sales are averaging down \$50k a week over the last 5 weeks, which is very close to budget.
- b) The CDC change in their mask mandate caught everyone by surprise. We aren't changing our policy right now, but we won't be confrontational by asking non maskers to leave or involving authorities. We hope to be in line with CDC guidelines by Memorial Day weekend.
- c) Our marketing plan will return to normal in June. We'll restart one day Discounts for Seniors and Members. We'll also restart Flash sales and Sampling gradually over the next couple of months. Plans for Lobsterpalooza this year will depend on supply and price.
- d) The Spring issue of the Radish and Annual report are available in the store and electronically if you haven't read it yet.
- e) Our \$2 an hour bonus pay for all employees will end in June and our 2021 raises will go into effect. We have implemented a more detailed wage structure this year and moved our quarterly review process onto our online

Payroll system. We hope to get back to a living wage in 2022, we've fallen behind the curve after a major increase in the living wage in 2020.

- f) Michael Healy from Columinate will be doing a Board Orientation for new Directors tentatively scheduled for June 14th 5:00-7:00pm. Agenda will be in the Google Board drive. All board members may join.

We are exploring the possibility of making an offer for a parcel of land in downtown Berlin. There are some details in the Board drive in a new "Berlin" file with more to follow. Here are some details for discussion:

- A. The land is 6+ lots totaling almost 1.5 acres just north of Walgreens on Main Street and is owned by Riteaid.
- B. The asking price is \$500k but I was told to make a strong offer and a quick closing (30 days). CBRE is the broker. I was thinking of making a \$400-450k offer?
- C. If we make an offer we would likely need to have an interim Board Meeting to approve a deal.
- D. Androscoggin Food Coop meets Tuesday and I'd like to bring up the possibility of a Merger. Pam LaFlamme and Peter Higbee are the last two Board Presidents and they are both aware of this possibility.
- E. A rough timeline for a merger would be one year. It would require a vote of the membership at the annual meeting.
- F. Breaking ground could wait until the fall of 2023 when our NMTC unwinds.
- G. Sources of funding for the land and project would be a mix of grants, tax credits, cash, Member and Bank loans.
- H. There are a couple of old studies that predict a Coop in Berlin could do \$5-8 million it's first year depending on the size. This lot could support a new 10-15,000 sq ft building.
- I. One complication is that AGNE has a 8,000 sq ft store less than ½ mile from the proposed site.
- J. There are other sites available in nearby Gorham that aren't quite as attractive.

3) Board Topics:

- a) Wayne read the C4 (board meetings) board monitoring policy-- reviewed and discussed.
- b) Annual meeting was on May 13th and was a success with about 45 attendees on zoom!
- c) The Diversity Statement Committee has been formed: Vanessa, Dani, Deb, and Matt.

- d) CCMA courses available for members. Check them out June 7th-June 11th.
- e) Board retreat will be held September 11th.

Deb motioned, Dani seconded, and the board voted unanimously to adjourn the meeting at 6:18 pm.

The next meeting will be held via Zoom:
Monday, June 21st

Respectfully submitted by: Vanessa Robbins, Secretary