

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
August 17, 2021

Meeting convened via Zoom @ 5:02 pm.

Members Present: Wayne Ruggles, Jim Moore, Matt Whiton, Dani Shaw, Casey

Wilkins, Patricia Robertson, Deb Sullivan, Kirsten Scobie, Vanessa Robbins.

Staff Present: Ed King, Chris Whiton, Becky Colpitts, Annie Stuart, Minnie Cushing, Tom Gallagher, Harvey, Melissa Bridges.

(*) - You can find these documents in the "board meetings" folder under the meeting month.

1. Housekeeping & Governance:

- a) Matt motioned, Casey seconded, and the board unanimously voted to approve the July minutes* with no corrections/addendum.
- b) Ed went over the B7/B8 report* (communication with the board/board logistical support). Ed would like to meet with Deb to discuss adding a sourcing report for the October board meeting. Vanessa motioned, Jim seconded, and the board unanimously voted to accept the report.
- c) Dani motioned, Vanessa seconded, and the board unanimously voted to approve expanding the DEI consultant funds from \$200 to \$2000. This will allow the time necessary to complete recommended staff/customer surveys and open forums prior to drafting a statement.

2) General Manager's Report*:

Financials:

- July sales were up \$18k over LY and August is up \$45k so far.
- Sales are up \$285k over budget YTD.
- Customer counts are up, but still 200-600 below 2 years ago each week, but the average basket remains strong.

Other Topics:

- Inventory levels remain below optimum due to continued supply chain issues. Drought, production problems and transportation shortages will cause shortages and inflationary pressures for the immediate future.
- We have brought back the mask mandate for our employees, and recommend that shoppers wear one as well. Compliance is limited.

- Daily COVID 19 cases in NH have grown from 20-30 last month to 200-300. Regionally cases remain low but there was an outbreak in a Berlin Prison.
- We hosted a Vaccination event sponsored by NCHC. Several shots were given.
- Coop Food Stores in WRJ closed their store for a few days due to a positive employee test. We'll assess on a case by case basis.
- Over 70% of our employees are vaccinated.
- Repairs to our parking lot and drainage is almost complete.
- We've had a lot of positive feedback on our new Mural, what do you think?
- Our store refresh will be happening September 19-21st. Much of the work will be done overnight to reduce customer impacts.
- With our new meat & seafood cases we will be downsizing our ice machine to save energy.
- There has been some pushback on the return to one day senior and member discount days. This was a financial decision.
- Budget work is ongoing for review in September. Jim and I will meet soon to review the Board budget. Any input is welcome.
- Store maps will be returning to the website etc.

3) Board Topics:

- a) Wayne read the *C7 (Committee Policy) board monitoring policy-- reviewed and discussed.
- b) Board retreat will be held September 11th. The topic will be "Identifying Key Drivers." Deb offered to use her home as the retreat location and Wayne also suggested a banquet hall if there is inclement weather.
- c) Dani gave a comprehensive DEI sub committee update. Dani, Becky, Matt, Ed, and Vanessa met with Angela Menendez, DEI (diversity, equity, and inclusion) consultant. The fee was waived for the first meeting which outlined our goals for this committee in terms of working with her. Ed would like to go ahead and continue working with Angela in creating our DEI statement.

4) Tasks discussed:

- a) *All board members*: to sign and deliver "Conflict of Interest" form to the service desk when you can. Email Minnie if you need that emailed to you again.
- b) *All board members*: to complete "Identifying Key Drivers" handout* for September retreat.

- c) *Ed*: to discuss with Deb, a sourcing report to further comply with B7/B8.
- d) *Ed*: to discuss with Jim, Board Treasurer, the board budget. The DEI committee requested funds and would like to be considered as a line item in the budget.
- e) *Ed*: to look up bylaws for the sub-committee charter process.
- f) *Ed, Wayne, and Deb*: to decide on the September retreat location and email out the final decision.
- g) *DEI committee*: to schedule a meeting with Angela to discuss planning surveys, open forums, etc.
- h) *Marketing*: to plan for store maps returning.

Vanessa motioned, Dani seconded, and the board voted unanimously to adjourn the meeting at 5:45pm.

The September board meeting will be combined with the retreat on September 11th.

Respectfully submitted by: Vanessa Robbins, Secretary