

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
July 26, 2021

Meeting convened via Zoom @ 5:00 pm.

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

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

1. Housekeeping & Governance:

- a) Matt motioned, Deb seconded, and the board unanimously voted to approve the June minutes with no corrections/addendum.
- b) Ed went over the Q2, B1 report. Dani motioned, Casey seconded, and the board unanimously voted to accept.
- c) Patty motioned, Kirsten seconded to approve a \$50K donation match to grow the community fund. Patty offered to be on this committee.

2) General Manager's Report:

Financials:

- After 3 ½ months of negative sales growth we've moved into the positive the last few weeks.
- Second Quarter B1 Report is in the drive. Net income showed a \$25k loss primarily from Covid and Management Bonuses totaling over \$143k.
- While it was a tough second quarter with sales and income, our YTD numbers are in compliance with NCG standards.

Other Topics:

- We'll be repairing the parking lot potholes and drains this week.
- We are switching out Propane tanks this Tuesday and will not be serving a hot dinner for one night.
- We have added some hiring incentives to attract help. We will be losing our summer help shortly. Know Anybody??
- We are expecting strong sales and earnings in Q3, historically our best quarter of the year.
- Due to supply and pricing issues there will not be a lobsterpalooza this year.
- The North Country Chamber Players will be performing on the evening of July 29th with wine and cheese samples.
- We have our store refresh slated for Mid September, most of the work will be done at night.
- Nationally online grocery sales have declined 23% in the last 3 months. Our Webcart is now live if you want to check it out.
- To help grow our Community Fund this fall we are considering matching any donations up to \$50k?
- We'll be doing a Management Team Strategic Plan Retreat October 20th.

- We have a new NCG Representative that is scheduled to visit the store August 4th.
- We have returned to single day Member Appreciation and Senior Days.
- We have resumed Flash Sales and Product Sampling.
- We'll have a Free Pancake Breakfast August 1st to launch Eat Local Month.
- Our Eat Local Guide will be coming out in a week or so.
- August 14th will be our first big sampling event since COVID started.
- There is a virtual NOFA (Northeast Organic Farmers Association) conference starting this weekend. If anyone is interested, contact Becky.

3) Board Topics:

- a) Wayne read the C2 (The Boards Job) board monitoring policy-- reviewed and discussed.
- b) Casey discussed the topic of Greenwashing for her board education topic this month.
- c) Board retreat will be held September 11th. Topics are being considered: DEI, ends reporting, financials, history timeline, and post-zoom recovery. Deb offered to use her home as the retreat location.
- d) Dani gave a comprehensive report on behalf of the DEI Mission Statement Committee. The committee charter has been created and the committee consists of Dani, Matt, Becky, and Vanessa. The statement was read to the board which will be brought to our approved consultant, Angela Menendez, with a \$200 compensation rate.
- e) All board members, please sign and deliver a "Conflict of Interest" form to the service desk when you can.
- f) Ed went over G2G Gorham merger market study. The study outcome wasn't as hoped for. We aren't going to aggressively move forward on this project, but will entertain the thought within the next two years.

Patty motioned, Dani seconded, and the board voted unanimously to adjourn the meeting at 6:33 pm.

The next meeting will be held via In-person and/or Zoom:

Monday, August 16th at 5:00pm

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

Respectfully submitted by: Vanessa Robbins, Secretary