

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
June 21, 2021

Meeting convened via Zoom @ 5:09 pm.

Members Present: Wayne Ruggles, Jim Moore, Matt Whiton, Dani Shaw, Casey Wilkins, Patricia Robertson.

Members Absent: Deb Sullivan, Vanessa Robbins, Kirsten Scobie.

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

1. Housekeeping & Governance:

- a) Jim motioned, Matt seconded, and the board unanimously voted to approve the April minutes with no corrections/addendum.
- b) Ed went over the GM Ends Report located in the board drive for board review. Dani motioned, Patty seconded, and the board unanimously voted to accept the report.

2) General Manager's Report:

Financials:

- Sales in May were just over \$1.2 million.
- Sales are down 3.26% ytd but up 1.22% over budget.
- May sales were +\$20k over budget.
- Customer Count was +2,900 over last year.
- We had 55 new Members in May and \$3,850 in new capital.

Other Topics:

- Wayne, Chris and Ed met with Debbie Suassana on Friday, we expect the new Market Study in a couple of weeks.
- CCMA was recorded if anyone is interested in watching some of the presentations.
- What do people think of Michaels Orientation presentation?
- We are exploring a "Coin Cloud", basically a crypto currency ATM. We're identifying an appropriate place and signing up for installation. This will generate \$2,700 in income annually. This topic will be tabled for when we have more info.
- We met Friday to discuss further relaxing our COVID mandates.
- I met Thursday with a group from Skowhegan, Maine who were visiting Littleton on a fact finding mission.
- Our new meat case is up and running and has been very well received.
- My NCG working group meets Tuesday to discuss and critique our business plans.
- Staff were treated to a free visit to Clark's Trading Post the last two weekends.
- Lobsterpalooza is scheduled for July 31st, pricing and availability might cause us to cancel or postpone it.
- We are flying Rainbow Flags at our entranceway all June for Pride Month.
- Two Coops are opening in the next month, Easthampton, Mass. is a second store and Springfield, Vermont is opening a replacement store.

- We met Friday with our Edward Jones representative David Gwatkin to review our 401k. We have 43 participants with \$1.2 million in assets.
- Included in the packet is our 2021 NCG Equity statement, we received more than \$25k in patronage (\$20k retained).
- Also in the packet is a report on Organic Sales which I'll talk about in Grocery Trends later.
- The AGNE Annual Meeting was last week, we received patronage and interest totalling \$82k. Our investment in AGNE is worth \$344k.
- Wayne had me order some copies of the picture book "This Could Be Ours" for our Board Members. Copies will be available at the Service Desk later this month.
- FMI Grocery Trends (Hartman Group) are in the June Meeting Folder.

3) Board Topics:

- a) Wayne read the C5 (Directors' Code of Conduct) and C6 (Officers' Roles) board monitoring policy-- reviewed and discussed.
- b) Webcart beta-testing is open prior to releasing to the public.
- c) CCMA courses have been recorded and available for viewing.
- d) Ed presented a board education piece: grocery trends of 2021. File can be found in the board drive.
- e) Ed discussed forming a committee for the Berlin Merger to present at their next annual meeting as well as ours. This committee will consist of 5 people max. Patty and Wayne volunteered alongside Ed. Ed will create and send out a charter to volunteers.
- f) We will table Board Education calendar planning for the next meeting. Coordinate with Ed and Wayne to add your topic.
- g) All board members, please sign and deliver a "Conflict of Interest" form to the service desk when you can.
- h) Wayne discussed the NCG Equity Report for LFC. Document located in drive.
- i) Dani gave a comprehensive report on behalf of the DEI Mission Statement Committee. There is a request to contract a consultant as well as compensating this consultant as we have any other consultant. The board unanimously agreed that we should have a compensated consultant between \$100-200 for their service which will come out of Board Funds. Casey gave some contacts. Ed discussed that the board is currently operating below budget.
- j) Board retreat will be held September 11th. Topics are being considered, please feel free to submit ideas to Wayne/Ed.

Patty motioned, Dani seconded, and the board voted unanimously to adjourn the meeting at 6:31 pm.

The next meeting will be held via In-person and/or Zoom (TBD):
Monday, July 26th

Respectfully submitted by: Vanessa Robbins, Secretary