



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

December 13, 2021

Meeting convened on Zoom @ 5:15 pm.

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

Directors Absent: N/A

Staff Members Present: Ed King, Chris Whiton, Becky Colpitts, Brian Labonte, José Bonilla, Michel Lurie, Melissa Bridges, Jimmy, Ashley Wallingford.

1. Housekeeping & Governance:

- a) Jim motioned, Deb seconded, and the board unanimously voted to approve the October minutes.
- b) Ed went over the B5 & B6 report (Treatment of Customers & Staff Treatment and Compensation). Matt motioned, Vanessa seconded, and the board unanimously voted to accept the report.
- c) Dani motioned, Deb seconded, to move forward with a zero-sum lease for Tesla Supercharging stations contingent on legal council review. Casey, Kirsten, Matt, Vanessa and Wayne voted to move forward. Patricia abstained, and Jim voted against.

2) General Manager's Report:

a) Financials:

- i) Sales in November were \$60k above budget and \$93k above last year. December sales are looking strong as well.
- ii) Net income remains above budget primarily because of PPP forgiveness. NI is close to budget when Bonuses and PPP income are accounted for.
- iii) Cash remains strong at over \$2.1 million.

b) Other Topics:

- i) We've raised \$14,250 plus our \$14,250 match for a total of \$28,500 for our Community Fund. That doubled the fund to over \$54,000.



- ii) Tesla Charging Station information in the Board packet. They are looking to Co-locate with Chargepoint.
- iii) We continue to have Employee cases of Covid and related quarantines.
- iv) Our UNFI warehouse continues to have serious issues with their supply chain that has had negative impacts on the Coop.
- v) We've cut back again on our sampling and in person events. We've added signage about our COVID policy.
- vi) We just raised our starting wage by \$1 earlier than planned because of inflation and competitive pressures.
- vii) We've paid out a Holiday Bonus totaling \$15,800 to our employees.
- viii) We'll be adding limited insurance coverage for dependants in 2022. We hope to
- ix) I toured the 81 Bethlehem Road location as a possible production site. This would be for bakery goods and pre-made foods. Let him know if you'd be interested in a tour.
- x) Work has begun on the Mini Golf Course next door. We do lose a few parking spots and a place to dump snow.
- xi) I successfully completed the Goldman Sachs 10,000 Small Business class last week.
- xii) I began serving on the Grafton Region Development Corp. BOD. Hoping to promote our Micro-loan Fund.
- xiii) We have a couple of new Podcasts available online, "That's Rad." Let me know if you're interested in participating.

3) Board Topics:

- a) Wayne read the D3 & D4 (Delegation to the GM & Evaluating GM Performance) board monitoring policy-- reviewed and discussed.
- b) James Penfold from Tesla gave a presentation on Tesla Supercharger points at LFC. If anyone wants to discuss this more, please email Ed.
- c) Patricia, Wayne, and Jim volunteered to join the Start-up Committee to meet on January 10th or 17th with the St. J Co-op. This committee will decide how our co-op will work with the start up.



- d) Dani gave a comprehensive DEI committee update. There will be a meeting January 10th, 17th, and 24th to discuss rolling out an alpha statement for feedback. Marketing, HR, and Ed will be present at one of those meetings- TBD.
- e) Patricia, Kirsten, and Matt volunteered to form the Nomination Committee.

4) Tasks discussed:

- a) *Start Up-Committee*: Ed to email Patricia, Wayne, and Jim to schedule a meeting for January 10th or 17th (TBD amongst charter).
- b) *DEI Statement Committee*: Committee to email Ed, Marketing, Melissa for meeting to discuss alpha statement feedback rollout sometime mid-January.
- c) *Nomination Committee*: Check out the "Board Election/Candidates" folder in the board drive. Reach out to Annie and/or Deb as resources.
- d) *All board members*: Let Ed know if you'd be interested in participating in the Co-op (Anastasia) hosted podcast "That's Rad."

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

The next board meeting will be held via Zoom only on Monday January 24th at 5:00pm.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Vanessa Robbins".

Vanessa Robbins
Board Secretary