



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

January 24th, 2022

Meeting convened on Zoom @ 5:10pm

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

Directors Absent: Patricia Robertson

Staff Members Present: Ed King, Chris Whiton, Charise Baker, Minnie Cushing, Brian Labonte, Becky Colpitts, Melissa Bridges, Ashley Wallingford.

1. Housekeeping & Governance:

- a) Dani motioned, Kirsten seconded, and the board unanimously voted to approve the December minutes.
- b) Ed went over the B1 report (Financial Condition). Vanessa motioned, Deb seconded, and the board unanimously voted to accept the report.
- c) Wayne motioned to keep the GM evaluation committee the same as last year: Wayne, Deb, Jim, and Vanessa. Deb motioned, Dani seconded, and the board unanimously voted to approve.

2) General Manager's Report:

a) Financials:

- i) Sales have started out strong in 2022 exceeding budget. Members have been taking advantage of discount days more than they have in the past.
- ii) We had a new record day (\$107,000) and a record week (\$432,000) during Christmas week, both well above expectations.

b) Other Topics:

- i) No word yet on our letter of interest regarding the grant application.
- ii) We'll be looking at increasing the lighting in our entryway. There is no timetable for this work.



- iii) We are co-hosting a Farm to School meeting Friday the 28th at the Opera House. State Rep. Linda Massimilla is a sponsor of a bill in the NH House.
- iv) We are joining with NCC to form a Food Council in the North Country and seeking funding for an assessment of the regional food system.
- v) Sourcing issues are slightly better but are expected to be an ongoing issue throughout 2022.
- vi) Cost increases continue in all departments and we're working hard to keep up with them.
- vii) We had a Health Department inspection and had mostly minor issues. One issue requires some plumbing work and we're waiting for that work to be completed.
- viii) We also had a USDA inspection that found some minor issues with COOL. We are also working to stay in compliance with new GMO labeling regulations.
- ix) COVID continues to impact staffing in the store. Keeping up with CDC ever changing guidance has been a challenge for HR and Operations.
- x) The Supreme Court ruling on a Vax mandate, while disappointing, eliminates some potential employee conflicts, and headaches enforcing testing.
- xi) No movement on our car charging project.
- xii) Donations to the LFCCF totaled \$29,759 including our match, more than doubling the fund.

3) Board Topics:

- a) Wayne read board monitoring policy D3 (Board Management Relations) and D4 (GM Evaluation). Reviewed and discussed.
- b) DEI Committee update: Dani shared the updated alpha statement. It was met with general approval by the rest of the board with a couple of minor edits/suggestions.
- c) Start Up-Committee update: Ed gave an update that a meeting was held with St. J and went well. Conversations will be ongoing quarterly. Next meeting will be in April.
- d) Nomination Committee update: Kirsten gave an update for the Nomination Committee. Discussed strategy planning for community member outreach for nominations.
- e) Melissa Bridges presented information about HRA healthcare benefits for employees. This will need a signature by the board. We will table this discussion until the next board meeting.



- f) Annual Meeting date tentatively set for May 4th. TBD by the incoming Annual Meeting Committee.
- g) Minnie discussed that we are changing signers at Mascoma Bank. The new signers will be Brian Labonte and Jim Moore.
- h) NFCA meeting being held virtually this year. Information in the January meeting folder.

4) Tasks discussed:

- All board members:* Review employee HRA benefits in the February meeting folder for a vote at February Board Meeting.
- Becky:* Provide Ed with a report for the number of members from NH and VT.
- Vanessa:* Email Angela Menendez, DEI consultant, the recording from tonight's meeting.
- DEI Statement Committee:* Committee to meet with Ed, Marketing, Melissa on January 31st at 3:00pm to discuss alpha statement employee/member feedback rollout.
- All board members:* Here is more info about the Local Food for Local Schools Event and RSVP: [Local Food for Local Schools Reimbursement Bill](#) .
- All board members:* Check out our Co-op's podcast "That's Rad!" and please participate if you would like to <https://littletoncoop.com/podcast/> .
- All board members:* Think about joining the Annual Meeting Committee. We will need volunteers at the next meeting.
- GM eval committee:* Wayne, Deb, Jim, and Vanessa will schedule an initial meeting.

Vanessa motioned, Jim seconded, and the board voted unanimously to adjourn the meeting at 6:02pm.

***Executive session held after the regular board meeting until 6:30pm. *Present: Ed King, Wayne Ruggles, Deb Rossetti, Casey Wilkins, Kirsten Scobie, Jim Moore, and Vanessa Robbins.*

The next board meeting will be held via Zoom only on Monday, February 21st at 5:00pm.

Respectfully submitted by:



Vanessa Robbins
Board Secretary