



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

February 21st, 2022

Meeting convened on Zoom @ 5:00pm

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

Directors Absent: N/A

Staff Members Present: Ed King, Chris Whiton, Charise Baker, Brian Labonte, Becky Colpitts

1. Housekeeping & Governance:

- a. Jim motioned, Deb seconded, and the board unanimously voted to approve the January minutes.
- b. Ed went over the B report (Global Executive Constraint). Jim motioned, Matt seconded, and the board unanimously voted to accept the report.
- c. Dani motioned, Jim seconded, and the board unanimously voted to approve the 80/20 split of the retain/payout patronage rebate distribution.
- d. Vanessa motioned, Jim seconded, and the board unanimously voted to approve the HRA benefit package for employees.

2. General Manager's Report:

a) Financials:

- i)* Patronage Calculation for FY 2021 to be paid in 2022. Net Income: \$640k X 67% (Member Purchases) = \$430k Split 80/20. The Board needs to vote on the Retained/ Paid Split. I recommend retaining 80% to build equity, but the Board has a history of paying out a higher percentage than 20%.
- ii)* Sales are on target with the budget so far this year.

b) Other Topics:

- i)* I recommend ending the Chargepoint EV project in favor of working with Tesla.
- ii)* National Supermarket Employee Day is February 22nd.
- iii)* We will be doing a Cheese March Madness promotion next month with Specialty Cheese.



- iv) CCMA will be in person this year June 9-11th in Wisconsin. Let me know if anyone is interested in attending.
- v) We have tentatively scheduled our Annual Meeting May 4th, in the middle of the election window.
- vi) Our 13th Anniversary Celebration is scheduled for May 14th.
- vii) The NFCA Annual Meeting will be virtual on March 19th.
- viii) We are keeping up with the barrage of price increases.
- ix) Our supply chain has shown some improvement over the last few weeks. Shelf stock levels are holding up well.
- x) JQ from the Food Coop Initiative has agreed to talk at our March Board Meeting as part of our Board Education.
- xi) We're still waiting for the livable wage update for 2022 before we set our wage increases.
- xii) We are approved to apply for the HFFI grant in March. More info in the Feb Meeting folder.

3. Board Topics:

- a. Wayne read board monitoring policy C1 (Governing Style). Reviewed and discussed.
- b. Start Up-Committee update: Ed gave an update that a meeting was held with St. J about funding and planning. Next meeting will be in April.
- c. Ed discussed more specific plans for the production kitchen space.
- d. DEI Committee update: Dani discussed the plan for collecting employee and then member feedback of the statement. The board will vote on a final statement once *all* feedback is collected.
- e. Ed presented the NCG Board Report as this month's board education piece. More information located in the Feb meeting folder.
- f. Nomination Committee update: Patti and Kirsten gave an update on the committee progress. More information located in the Feb meeting folder.
- g. Retreat dates are between Sept 17 and Sept 24. We will check with the venue if either of those work. Retreat planning TBD.
- h. Annual Meeting date tentatively set for May 4th in-person. TBD by the incoming Annual Meeting Committee.



4. Tasks discussed:

- ~~All Board Members: Email Deb to join the Annual Meeting Committee.~~
- ~~All Board Members: Check your calendars. Sept 17th or 24th are tentative retreat dates.~~
- ~~All Board Members: Sign up for The NFCA Annual Meeting (virtual) by emailing Ed. March 19th.~~
- ~~Marketing/DEI Statement Committee: Collect feedback from employees and then members to formulate a final DEI statement.~~
- ~~Deb: Sign benefits package approval at service desk as soon as possible.~~

Dani motioned, Jim seconded, and the board voted unanimously to adjourn the meeting at 6:25pm.

***Executive session held after the regular board meeting until 7:00pm. *Present: 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, March 21st at 5:00pm.

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read "Vanessa Robbins", is written over a light blue horizontal line.

Vanessa Robbins
Board Secretary