



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

April 25, 2022

Meeting convened on Zoom @ 4:08pm

Directors Present: Wayne Ruggles, Deb Sullivan, Jim Moore, Casey Wilkins, Matt Whiton, Patricia Roberston, Vanessa Robbins.

Directors Absent: Dani Shaw, Kirsten Scobie.

Staff Members Present: Ed King, Chris Whiton, Brian Labonte, Minnie Cushing, Becky Colpitts, Annie Stuart, Ashley Wallingford.

Guests Present: Steve Austin, Mari Zagarins, Elizabeth Redmond, from GFC and Timothy Healy, Barb Radmore, Penny Keeler as board candidates.

1. Housekeeping & Governance:

- a) GFC Auditors presented their audit report.
- b) Deb motioned, Jim seconded, and the board unanimously voted to approve the March minutes.
- c) Ed went over the B1 (Financial Condition and Activities) and B4 (Membership Rights and Responsibilities) reports. Vanessa motioned, Jim seconded, and the board unanimously voted to accept the reports.
 - a. Patricia motioned, Deb seconded, and the board unanimously voted to approve the first recipient of the community member of the year award. They will be presented at the Annual Meeting.
 - b. Jim motioned, Vanessa seconded, and the board unanimously voted to approve the resolutions on page 1 of the "RESTATEMENT OF QUALIFIED RETIREMENT PLAN" form.

2) General Manager's Report:

- a) *Financials:*
 - i) GFC audit report. No significant findings.



b) Other Topics:

- i) We had our worst COVID outbreak of the Pandemic Easter week with 6 people out at one time. 4 of those were management.
- ii) We also experienced a major refrigeration breakdown on Easter weekend that we are still recovering from. We hope to have a new control panel soon. We still have issues with the Ice Cream and Fresh (vegetarian and grab & go) cases.
- iii) The new control panel will cost nearly \$40k and we'll be replacing a compressor and some other parts. There is a slight chance this may be covered by our insurance. If not we may delay the sidewalk improvements.
- iv) Losses in ice cream, fresh and frozen will total close to \$50k. We have insurance for this loss minus a \$5k deductible.
- v) The livable wage took a large leap in 2022. We reset our starting wage to \$15.12 which is a meld of Grafton and Coos County.
- vi) The entire wage scale has been updated to help compensate for inflation.
- vii) We are still seeing major increases in food costs and all departments are adjusting retails as needed.
- viii) There has been no movement on parking lot improvements or Tesla car charging stations.
- ix) Caledonia's Annual Meeting is Wednesday at 6:00pm if anyone is interested.
- x) Eric Skovsted from Caledonia will be a speaker at our Annual Meeting on May 4th.
- xi) We are having our LFC Community Fund meeting on 4/27 at 4:30 to select this year's awardee. We'll be giving away \$1,365.35.
- xii) Are we interested in having an annual Community Cooperator Award like Hunger Mountain Coop? I have a nominee if so.
- xiii) Be sure to check out our fine slate of candidates, voting begins this Wednesday and ends May 10th.
- xiv) Upstage Players are performing "42nd Street" the next two weekends, be sure to check it out.
- xv) Our first quarter was challenging and April is off to a slow sales start. I think we'll continue to miss the budget on sales and Labor due to ongoing challenges.



3) Board Topics:

- a) Deb read the board mission and vision statement.
- b) Wayne read board monitoring policy D1- Unity of Control. Reviewed and discussed.
- c) Deb gave a comprehensive Annual Meeting update. There will be entertainment, catered bites by Broken Dish Catering, and a cash bar May 4th at The Maplewood.
- d) Annual Retreat date has been set to Saturday, September 24th at Copper Cannon Camp.

4) Tasks discussed:

- Community Fund Committee*: meeting on 4/27 at 4:30pm to choose awardee.
- All board members*: Attend the Annual Meeting Wednesday, May 4th at the Maplewood Golf Club. **Please RSVP!**
- All board members*: All board member signatures needed on the "RESTATEMENT OF QUALIFIED RETIREMENT PLAN" form located at the service desk.

Deb motioned, Vanessa seconded, and the board voted unanimously to adjourn the meeting at 5:46pm.

The next board meeting will be held via Zoom only on **Monday May 23rd @ 5:00pm.**

Respectfully submitted by:

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

Vanessa Robbins
Board Secretary