



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

March 21, 2022

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Meeting convened on Zoom @ 5:01pm

*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, Brian Labonte, Becky Colpitts, Melissa Bridges, Ashley Wallingford.*

*Guests Present: JQ Hannah*

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### **1. Housekeeping & Governance:**

- a) Deb motioned, Dani seconded, and the board unanimously voted to approve the February minutes.
- b) Ed went over the B9-succession planning report. Vanessa motioned, Dani seconded, and the board unanimously voted to accept the report.
  - a. Dani motioned, Deb seconded, and the board unanimously voted to approve the nomination candidates.

### **2) General Manager's Report:**

#### *a) Financials:*

- i) Sales have been soft so far this year, up 3.25% over last year but down 1.8% compared to budget.
- ii) January sales were up \$16k over budget and net income was \$12k, which is \$24k above budget.

#### *b) Other Topics:*

- i) We are beginning planning for some sidewalk and parking lot work for this summer. We'll provide plans when available.
- ii) Tesla planning is on hold as they begin talks with the LW&L to discuss options.
- iii) NFCA's Annual Meeting was Saturday. Deb and Jim gave a good report.



- iv) The NCG Annual Meeting is next month in San Diego. I haven't decided if I will attend in person yet.
- v) Our Annual Meeting preparations are in full swing. We have signed a rental for Maplewood.
- vi) Spring food shows for UNFI and AGNE will be in person, we plan on sending buyers to both.
- vii) Several Food Coops in New England have experienced turnover at GM, Hanover, Middlebury, Brattleboro and Berkshire all have new General Managers. I look forward to getting to know them.
- viii) Raises are scheduled for the first of April. We do not have a new Livable Wage number yet, so we are on hold for that adjustment.
- ix) We will be lifting the Mask Requirement for our employees effective Monday 3/21.
- x) The HFFI Grant Application has been submitted. I expect to hear back in early May.
- xi) There is a newly formed bank, Walden Mutual, which is intended to support the local food system in the Northeast. Mike Claflin is on the Board. We intend to open an account as soon as they complete their regulatory requirements.
- xii) Thank you for your support of the Ukraine fundraiser. We donated \$2,000 and received a match. Frontier Coop started matching donations when the NCG match expired.
- xiii) The Cheese Madness promotion has started in Specialty Cheese, have you voted yet?
- xiv) The Farm to School legislation that we supported in the NH House did not pass. They plan to retool the Bill and resubmit in the 2023 session.
- xv) We are seeking a quote for the replacement cost of our building so we can update our insurance policy in May.

### **3) Board Topics:**

- a) Deb read the board mission and vision statement.
- b) For this month's board education piece, JQ Hannah discussed the start up co-op process and how Littleton Food Co-op can get involved helping.
- c) Wayne read board monitoring policy C3-Agenda Planning. Reviewed and discussed.



- d) Ed discussed this year's nomination regarding by-laws concerning interim board members. Due to the fact that two board positions from last election were replacing positions with only one year left, those two candidates must run again if they would like to continue on the board for a full term. Patricia and Casey have decided not to run again.
- e) Deb gave a comprehensive Annual Meeting update. There will be entertainment, catered bites by Deb, and a cash bar at The Maplewood.
- f) Dani gave a comprehensive DEI Statement committee. The next DEI meeting will be held on Thursday March 24th at 5:00pm to discuss employee feedback as well as member feedback plan.

**4) Tasks discussed:**

- a) *Ed*: to connect with Copper Cannon camp for exact retreat dates.
- b) *All board members*: Caledonia Food Co-op 2nd Annual Meeting Wednesday, April 27th at 6pm. South Church, 1052 Main Street, St. Johnsbury.

Vanessa motioned, Deb seconded, and the board voted unanimously to adjourn the meeting at 6:26pm.

The next board meeting will be held via Zoom only on Monday April 25th @ 4:00pm (earlier to make time for the auditors).

Respectfully submitted by:

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

Vanessa Robbins  
Board Secretary