



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

June 20, 2022

Meeting convened on Zoom @ 5:10pm

Directors Present: Deb Sullivan, Jim Moore, Tim Healy, Sam Brown, Dani Shaw, Kirsten Scobie, Matt Whiton, Vanessa Robbins.

Directors Absent: Wayne Ruggles

Staff Members Present: Ed King, Chris Whiton, Becky Colpitts, Melissa Bridges, Ashley Wallingford.

Guests Present: Mary

1. Housekeeping & Governance:

- a) Jim motioned, Tim seconded, and the board unanimously voted to approve the May minutes.
- b) Ed went over the B report- Ends report. Tim motioned, Sam seconded, and the board unanimously voted to accept the report.
- c) Jim motioned, Vanessa seconded, and the board unanimously voted to approve the DEI statement as stands:

“We, the Littleton Food Co-op, envision a thriving, inclusive culture that represents the growing variety of experiences and backgrounds within our community. We stand to celebrate all identities as vital to our ecosystem. Along with our commitment to cooperative values, we invite you to use your voice and presence. Together, we co-create a local marketplace that is accessible, democratic, and sustainable.”

2) General Manager’s Report:

- a) *Financials:*
 - i) Sales were up \$12k over last year, but well below budget.
- b) *Other Topics:*
 - i) Happy Juneteenth!
 - ii) Thank you to those that participated in the Orientation last month. We still need to assign mentors (Board Buddies).



- iii) I virtually attended CCMA this month and there were several takeaways. Value, Efficiencies and Indigenous presentations.
- iv) One recommendation was to set up standing committees once annually (this meeting?) I think it's time to look at both the Ends and Bylaws.
- v) We're experiencing increased theft, especially with our outdoor program. We may expand our camera system coverage.
- vi) Webcart has slowed down, we'll be doing a cost benefit analysis in the next several weeks.
- vii) There is no word yet on our off premise grant application.
- viii) We are a certified Recovery Friendly Workplace, with NCHC's help.
- ix) In conjunction with this program we have Narcan kits in the store and help to distribute those to the community.
- x) We had our lines painted in the parking lot this month.
- xi) We'll be trimming some trees around the pavilion to prevent them from impacting our solar panels in the future.
- xii) We will be creating a No Mow section of our lawn and trying to develop wild flowers for pollinators. If successful we will expand this over time.
- xiii) We'll be sponsoring the movie "Kiss the Ground" at the Colonial July 15.
- xiv) Our staffing is in good shape after a hiring spurt recently (knock on wood). We could still use a cook & meat cutter.
- xv) We have started vendor samplings again, and we hope to expand this as the summer proceeds.
- xvi) We hope to have a Lobsterpalooza this summer on July 23rd if pricing and availability cooperate.
- xvii) We'll be sending a couple of our staff to two upcoming NCG events in Minneapolis this summer, Focus on Fresh and Convergence.
- xviii) The Democratic Candidate for Governor Tom Sherman stopped by the Coop for over an hour this month for a good conversation.
- xix) Is the Board interested in being part of an Employee Appreciation Day this summer or fall?
- xx) The Chamber Players will likely be doing a mini concert soon, dates will be announced shortly.



3) Board Topics:

- a) Each board member read a portion of the board monitoring policies C5/C6. Reviewed and discussed.
- b) Deb read the board mission and vision statement.
- c) Ed presented the board education piece: NCG Participation Report (can be found in June Board Materials folder).
- d) Jim brought up the point of what “sensitive information” is and how do we determine and handle it? It was discussed that at the beginning of every meeting if anyone has any concerns about sensitive information in the agenda, that when voting to approve the previous month’s minutes and this month’s agenda, they bring up moving the topic to an executive session.
- e) LFC will be joining the CCMA NH Business for Social Responsibility for \$1200 through the board budget, agreed upon unanimously.
- f) Ed discussed other Co-op’s starting self checkout. Discussion around topic.

4) Tasks discussed:

- a) Board Buddies need to be assigned
- b) Board Committees to be formed– be on the lookout for an email of how to get involved.
- c) Sign up for a board education piece. You can pick any topic that is interesting and related to the grocery/co-op industry.

Vanessa motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 7:00pm

The next board meeting will be held via Zoom only on July 18th @ 5:00pm

Respectfully submitted by:

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

Vanessa Robbins
Board Secretary