



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

August 22, 2022

Meeting convened on Zoom @ 5:00pm

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

Directors Absent: Kirsten Scobie

Staff Members Present: Ed King, Chris Whiton, Becky Colpitts, Brian Labonte, Charise Baker, Melissa Bridges, Annie Stuart.

Guests Present: N/A

1. Housekeeping & Governance:

- a) Jim motioned, Tim seconded, and the board unanimously voted to approve the July minutes with no amendments.
- b) Ed went over the B7 report-Communications to the Board and the B8 report-Board Logistical Report. Vanessa motioned, Matt seconded, and the board unanimously voted to approve the report.
- c)

2) General Manager's Report:

- a) *Financial update:*
 - i) *Sales were right on target for July and are strong in August.*
 - ii) *Five straight weeks of 7,000+ customer count, seven weeks above sales budget.*
 - iii) *Margins were slightly below target due mostly from tough months for Floral and Seafood (lobsters).*
 - iv) *We had a major adjustment to our Workmans Comp, which we had anticipated.*
 - v) *Fuel costs were above budget as was our travel for NCG.*
 - vi) *Labor has been and will continue to be above budget.*
- b) *Other Topics:*
 - i) *We had a nice visit from Congresswoman Kuster last Wednesday.*



- ii) *Our allstaff meeting is scheduled for this week. It will be combined with an Employee Appreciation dinner & a movie and breakfast.*
- iii) *I included info about self checkouts in the Board packet. Hanover is going live with an ECRS system this summer.*
- iv) *We'll be starting on the process of paying our 2021 Patronage in the coming weeks.*
- v) *Deb and I think that October's education piece should be on Member Loans and a strategy for the upcoming NMTC unwind.*
- vi) *I'll be attending the NCG national meeting September 19-22nd.*
- vii) *Our POM voting begins September 15th, be sure to vote.*
- viii) *Are we interested in doing indigenous land acknowledgements before our Board Meetings?*
- ix) *Is anyone interested in joining our monthly phone calls with Michael Healy from Columinate?*
- x) *I'd like to schedule a Finance Committee meeting before the retreat.*
- xi) *We'll be doing some AED (defibrillator) training of 10 employees in September as well as adding a safe needle disposal unit.*

3) Board Topics:

- a) Deb read the board mission and vision statement.
- b) Dani presented her board education topic about sustainable farming.
- c) Sam, Matt, Becky, and Ed discussed Annie Kusters visit to the Co-op.
- d) Deb, Matt, Jim, and Sam went over C7 Board Principles. Reviewed and discussed.
- e) Tim and Deb discussed the board retreat topic. Info will be sent after tonight's meeting.
- f) Vanessa discussed committee charter descriptions/general interest form.

4) Tasks discussed:

- a) Email Ed/Deb if you would like to join the calls with Michael Healy.
- b) Discuss retreat topics with your assigned group.
- c) The Finance Committee should meet before the retreat.
- d) Board members please email Annie if you'd like to contribute to The Radish:
astuart@littletoncoop.org



Deb motioned, Dani seconded, and the board voted unanimously to adjourn the meeting at 6:35pm.
Executive board session held after the regular meeting.

The next board meeting will be held as the retreat on September 24th– more details to follow.
The next regular board meeting will be via Zoom only on October, 22nd @ 6:30pm

Respectfully submitted by:

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

Vanessa Robbins
Board Secretary