



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

July 25, 2022

Meeting convened on Zoom @ 5:04pm

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

Directors Absent: None

Staff Members Present: Ed King, Chris Whiton, Becky Colpitts, Charise Baker, Ashley Wallingford.

Guests Present: Michal

1. Housekeeping & Governance:

- a) Jim motioned, Tim seconded, and the board unanimously voted to approve the June minutes with one amendment by Dani to add that the letterhead of the DEI statement was approved along with the statement.
- b) Ed went over the B1 report- Financial Condition. Currently we are not in compliance due to specific obstacles discussed. Vanessa motioned, Tim seconded, and the board unanimously voted to approve the report with the plan to stay on course with current operations.
- c) Dani motioned, Kirsten seconded, and the board unanimously voted to approve the \$16,000 skylight tinting.

2) General Manager's Report:

- a) *Financials:*
 - i) Strong sales in July so far, actually above budget. June net income was also above budget slightly due to strong margins and a Large AGNE Patronage Rebate. Labor will continue to run above budget for the remainder of the year, but we hope to finish in the black. We will be well short of budgeted net income for 2022. We'll adjust 2023 accordingly.
- b) *Other Topics:*
 - i) Lobsterpalooza was very successful, selling over 2,300 pounds.
 - ii) The Veterans event was well attended, we'll likely make this an annual event.



- iii) North Country Chamber Players will be performing at the Coop Cafe this Friday at noon.
- iv) Saturday we'll be hosting a brewfest with sampling from 12-4:00 and a 15% off sale on Beer.
- v) I'll be on vacation from August 1st- 8th.
- vi) NCG is hosting a get together in Northampton, Massachusetts August 16-17th for GM's
- vii) August is Eat Local NH month and we will be advertising local products and on August 13th we'll host Localfest.
- viii) We'll be hosting some Meet & Greet events with some of our favorite farmers this coming month.
- ix) We had a nice visit to the tentative site of the Caledonia Food Coop on Saturday. Eric Skovsted gave us the tour.
- x) The new issue of the "Radish" is out and in your packet.
- xi) We are a sponsor for a couple of upcoming concerts at Dog Mountain this summer, check their schedule for details.
- xii) I need approval to spend \$16,000 on replacing the tint on our skylights.
- xiii) We'll be paying for 7 of our newer Managers to take a Columinate training class called "Mighty Community Markets"
- xiv) We will be having an all staff meeting August 24 & 25th which will include dinner and a movie in our parking lot. We may close early.
- xv) We should begin the process soon to discuss member loans as part of our debt restructuring in 2023.

3) Board Topics:

- a) Deb read the board mission and vision statement.
- b) Wayne read the board monitoring policies C2. Reviewed and discussed.
- c) The visit to the potential Caledonia Co-op location was discussed. It will continue to be a discussion.
- d) Tim presented his board education topic about bakery opportunities. Reviewed and discussed.
- e) Call for board member participation in contributing to The Radish.
- f) Topics for the board retreat discussed.



g) Deb discussed committee charter descriptions/general interest form.

4) Tasks discussed:

- a) Review the Charter Committee descriptions and keep an eye out for a general interest sign up email.
- b) Board members please email Deb if you'd like to volunteer for the employee appreciation event.
- c) 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

The next board meeting will be held via Zoom only on August 22nd @ 5:00pm

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