



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

November 14, 2022

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Meeting convened on Zoom @ 5:00pm

*Directors Present: Deb Sullivan, Sam Brown, Penny Keeler, Dani Shaw, Kirsten Scobie, Tim Healey, Jim Moore, Vanessa Robbins.*

*Directors Absent: Matt Whiton*

*Staff Members Present: Ed King, Chris Whiton, Minnie Cushing, Brian Labonte, Charise Baker, Ashley Wallingford*

*Guests Present: N/A*

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

- a) Penny motioned, Sam seconded, and the board unanimously voted to approve the October minutes with no amendments.
- b) Ed went over the B6 - Staff Treatment and Compensation. Vanessa motioned, Dani seconded, and the board unanimously voted to approve the report.
- c) Tim motioned, Sam seconded, and Jim opposed that the Co-op board will continue to be a volunteer service with the possibility of a yearly gift based on current Co-op circumstances and will be voted on each year in November. The motion passed 7-1.

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

- a) *Financial update:*
  - i) *We're expecting a record week for Christmas week, and we may hit \$500k in weekly sales for the first time ever.*
  - ii) *Weekly sales growth has been consistent lately at or above budget projections.*
- b) *Other Topics:*
  - i) *Our Food Council gathering went very well, Sam will be giving his point of view.*
  - ii) *Marketing for the Holiday Season has started in earnest.*
  - iii) *We have a Flash Discount Day Wednesday for Wine & Specialty Cheese this Wednesday, 20% off.*



- iv) *We'll be having a Holiday Fest tasting event on December 10th, it will be a regular Member Discount day as well.*
- v) *We have an aggressive three week BOGO marketing campaign starting 12/14.*
- vi) *I thought our first joint coop committee meeting went well.*
- vii) *I sent you all a recording of our meeting with Michelle Schrye from NCG, let me know if you had technical issues.*
- viii) *One topic discussed was where we should be incorporated, NH Cooperative Law has its shortcomings.*
- ix) *We've had comments from Members questioning why we retained 80% of our Net Income, we'll work on the wording of our Patronage letter for future rebates.*
- x) *We'll have a new Workers Comp insurer for 2023.*
- xi) *We'll be changing our Benefits Broker in 2023 but keeping our provider so there is little impact on employees.*
- xii) *Dawn Holtz is officially our new HR Manager.*
- xiii) *Marketing is working on a plan for displaying Board photos. Get those new headshots :)*
- xiv) *We'll be closing as usual for Thanksgiving and Christmas this year. We'll be doing a floor wax on Thanksgiving to reduce shopping impacts.*
- xv) *Still researching doing indigenous land acknowledgements as part of our DEI work. Waiting to hear back from the Cowasuck Band.*

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

- a) Deb read the board mission and vision statement.
- b) Deb, Kirsten, and Vanessa read the D3- Delegation to the GM. Reviewed and discussed.
- c) Ed summarized his meeting with Michelle Schrye due to the recording link not working.
- d) Sam presented his board education piece about food waste and its relation to our Co-op.
- e) Food and Agricultural Council gathering summary reviewed and discussed.
- f) Nomination Committee update presented by Deb.
- g) Joint Co-op Committee update presented by Ed.

### **4) Tasks discussed:**

- a) Board members please email Annie if you'd like to contribute to The Radish:  
[astuart@littletoncoop.org](mailto:astuart@littletoncoop.org)



- b) Standing committees have been revised- be sure to sign up if you haven't already– form in the board drive under the “Committee Charter” folder.
- c) Joint Co-op Committee to send Caledonia Co-op our JCC Charter for their board.
- d) Let Deb know if you have a board education piece for December.
- e) Becky shared upcoming events (wear your name tags if you attend!):
  - Monday, December 5th, 5-7pm - Community Pasta Dinner
  - Saturday, December 10th - Holiday Fest
  - December 10-11th - Annual Gingerbread House Contest

Vanessa motioned, Dani seconded, and the board voted unanimously to adjourn the meeting at 6:35pm.

Executive session held after the regular meeting.

The last 2022 board meeting will be held on December 12th via Zoom only.

Respectfully submitted by:

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

Vanessa Robbins  
Board Secretary