



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

February 20, 2023

Meeting convened on Zoom @ 5:00 pm

Directors Present: Deb Sullivan, Sam Brown, Penny Keeler, Kirsten Scobie, Tim Healey, Jim Moore, Matt Whiton.

Directors Absent: Vanessa Robbins

Staff Members Present: Ed King, Becky Colpitts, Annie Stuart.

Guests Present: Janie Arquitt, Wayne Ruggles

1. Housekeeping & Governance:

- a) Tim motioned, Dani seconded, and the board unanimously voted to approve the January minutes and February Agenda with no amendments.
- b) Ed went over the B1 (Global Executive Constraint) Board Policy. Penny motioned, Jim seconded, and the board unanimously voted to approve the report as given.
- c) Jim motioned, Sam seconded, and the board unanimously voted to approve opening a new bank account with Walden Mutual Bank.
- d) Jim motioned, Kirsten seconded, and the board unanimously voted to approve member loan issuance.

2) General Manager's Report:

a) Financial update:

- i) Sales in January were down \$8k compared to budget. Other metrics were also very close to target.
- ii) April 17th GFC will come up to do their audit.

b) Other Topics:

- i) The NCG Board Report has ceased to exist this year. I'd like to replace it with a conversation with Kristy Bowers, our NCG Counselor. I included an NCG 2021 benchmark summary (Info in February Board Packet folder).
- ii) Walgreens in St. Johnsbury is closing this month. I had a brief conversation with the owner last week on behalf of CFC.



- iii) We have reserved Copper Cannon on September 30th for our Board Retreat. Michael Healy would facilitate.
- iv) We talked about the possibility of discussing our Ends Policy as a topic this fall with Michael.
- v) Expanding our onsite solar installation this year is a possibility with a mix of REAP grants or loans. We need to discuss placement. Contractors are booking well into summer (Info in February Board Packet folder).
- vi) There are also some NBRC loans and others available that the Caledonia group may pursue.
- vii) Planning for our Annual Meeting should begin in earnest. Any discussion about a venue?
- viii) Hanover Coop has installed some self checkout registers and Hunger Mt Coop will be adding some in April.
- ix) I'd like a new resolution voted on today to open a new bank account with Walden Mutual Bank.
- x) I sent the Board links to some FCI videos that were very informative.
- xi) NFCA Meeting is March 18th. Check Columinate's calendar for upcoming training.
- xii) Vote to issue Member Loans within the next 3 months (Info in February Board Packet folder).

3) Board Topics:

- a) Kirsten read the board mission and vision statement.
- b) Deb, Penny, and Dani read the A (Ends policy) and C1 (Board Process) board compliance topics. Reviewed and discussed.
- c) It was decided that Ed would date and sign all B Reports from here on out.
- d) Ed discussed the USDA REAP Grants and how that could apply to LFC for a board education piece.
- e) It was discussed that we would modify the Ends Report and weave in our DEI statement into them.
- f) Deb and Tim gave an update on the Nomination Committee, Joint Co-op Committee, Annual Meeting topic/date/location, and Retreat date/location.



4) Tasks discussed:

- a) Board members please email Annie if you'd like to contribute to The Radish:
astuart@littletoncoop.org
- b) Board members be sure to keep an eye out for Columinate training courses on their site as well as emails from Ed.
- c) Board members to review Member Loans information in February Board Packet folder in order to vote within the next 3 months.
- d) March 18th is the Neighboring Food Coop's Annual Meeting in Greenfield, Massachusetts. Check Columinate's calendar for upcoming training.
- e) April 17th GFC will come up to do their audit.

Dani motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 6:33pm.

The next board meeting will be held on March 19th via Zoom only.

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