



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

January 23, 2023

Meeting convened on Zoom @ 5:05 pm

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

Directors Absent: Dani Shaw

Staff Members Present: Ed King, Chris Whiton, Annie Stuart, Minnie Cushing.

Guests Present: Suzanne Hopgood

1. Housekeeping & Governance:

- a) Matt motioned, Tim seconded, and the board unanimously voted to approve the November minutes and January Agenda with no amendments.
- b) Ed went over the B1 (Financial Condition and Activities). Jim motioned, Vanessa seconded, and the board unanimously voted to approve the report as given.
- c) Ed went over the B5 (Treatment of Customers). Jim motioned, Tim seconded, and the board unanimously voted to approve the report.
- d)

2) General Manager's Report:

a) Financial update:

- i) We set a new sales record the week of Christmas. Weekly sales were \$509k vs our old record of \$432k. The Coop also had record daily sales on 12-22 of \$110k.
- ii) The Coop finished the year at \$17.2 million, up 3.77% over last year but below our projection.
- iii) December was a strong month financially with \$70k in net income, cutting our net loss for 2022 to \$30k for the year.

b) Other Topics:

- i) After a conversation with the Finance Committee I created an outline for our Member Loan offering for later this year and put it in the Board Drive for review.



- ii) We'll begin conversations with lenders about our NMTC unwind later this year, when we'll have to refinance our outstanding debt.
- iii) Our work on creating a Food and Ag Council here in the North Country continues, and we'll be working closely with NH Hunger Solutions on that.
- iv) Our transition to TRG as our health insurance brokers went smoothly and we're looking at the possibility of moving some other insurances and financial services to their brokerage.
- v) We are exploring the possibility of adding Paid Family Leave to our benefit package. The State of NH is opening their plan up to businesses. If we join their plan we would likely split the cost with interested employees which would keep participation and costs down.
- vi) Our Joint Coop Committee met this month and formed a small working group to work on some initial strategic planning.
- vii) Save the Date: March 18th is the Neighboring Food Coop's Annual Meeting in Greenfield, Massachusetts. This is a great networking opportunity for Board Members to meet peers from all over New England & New York.
- viii) We may want to select a date and reserve a venue for this year's Annual Meeting?
- ix) Our Auditors are planning to make their annual report to the Board in person at the April meeting, likely across the street in the AHEAD conference room.

3) Board Topics:

- a) Tim read the board mission and vision statement.
- b) Tim read the C (Global Governance Commitment) and D4 (Evaluating the GM Performance) board compliance topics. Reviewed and discussed.
- c) Customer satisfaction report located in the board drive. Customers are most happy with the customer service of LFC's amazing staff!
- d) Matt presented his board education piece regarding Country of Origin labels.
- e) Ed went over a review of Member Discounts.
- f) The Finance Committee gave an update around member loans which will need a vote in February.
- g) The Nomination Committee gave an update.



- h) The Joint Co-op Committee gave an update on more collaboration with Caledonia Co-op and formed a small working group to work on some initial strategic planning.
- i) Maplewood worked well for a location for the Annual Meeting, we will work to lock down a date sometime in May.

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) March 18th is the Neighboring Food Coop's Annual Meeting in Greenfield, Massachusetts
- d) The GM Eval Committee will be meeting soon.
- e) April 17th GFC will come up to do their audit.
- f) Upcoming events (wear your name tags if you attend!):
 - Tuesday January 24
8am-9am: Art Reception - "Who We Are"
 - Sunday February 5
Senior Member Discount Day
 - Monday February 6 Community Dinner (Canceled, Sorry!)
 - Saturday February 11
1-2:30pm Chili Cook Off!

Vanessa motioned, Sam seconded, and the board voted unanimously to adjourn the meeting at 6:31pm.

The next board meeting will be held on February 20th via Zoom only.

Respectfully submitted by:

Vanessa Robbins
Board Secretary