



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

March 20, 2023

Meeting convened on Zoom @ 5:03 pm

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

Directors Absent: Matt Whiton

Staff Members Present: Ed King, Chris Whiton, Becky Colpitts, Annie Stuart, Minnie Cushing, Ashley Wallingford, Brian Labonte.

Guests Present: Janie Arquitt, Wayne Ruggles, Tiernan Johnston-McWilliams, Jim White

1. Housekeeping & Governance:

- a) Tim motioned, Dani seconded, and the board unanimously voted to approve the February minutes and March Agenda with no amendments.
- b) Ed went over the B9 (Emergency GM Succession) Board Policy. Vanessa motioned, Jim seconded, and the board unanimously voted to approve the report as given.
- c) Dani motioned, Tim seconded, and the board unanimously voted to approve the 2023 candidate slate.

2) General Manager's Report:

a) Financial update:

- i) YTD sales are up 4.3% with solid increases in both customer count and basket size.
- ii) April 17th GFC will come up to do their audit.

b) Other Topics:

- i) I am continuing with planning for our Solar expansion. I've had conversations with Littleton water & light, Horizons Engineering and Revision Energy.
- ii) We intend to launch our Member Loan Campaign in April. We'll have a launch party at Reklis (date TBD) with previous Member lenders and our big spenders.



- iii) We'll send you a list of those potential Member lenders for you to help edit and expand.
- iv) We have been leasing our Baler for 14 years and we're looking to buy it to help reduce ongoing costs.
- v) We're planning on replacing both our Cottage Street and rt 302 signs this year.
- vi) We'll be expanding our "No Mow" portion of lawn this season to everything South of the parking lot.
- vii) We are looking to commission a second Mural for the front of the Coop this year to match the current one.
- viii) We're also looking to dress up the support poles on the sales floor with some sort of artwork.
- ix) I'll be attending the NCG Annual Meeting next month in San Diego April 25th.
- x) We hope to have two people attending CCMA this year in Sacramento in June (Deb & Becky?).
- xi) Chris and I attended the NFCA meeting in Greenfield Saturday.
- xii) We have funded our GRDC Micro Loan Fund with \$150k to date with \$100k left to fund. The Micro Loan Fund is getting much more usage in the last year.
- xiii) We have initiated conversations with 3 Banks about refinancing our debt this fall, WGSB, Mascoma and National Cooperative Bank.
- xiv) We're considering participating in a 21 day Racial Equity Challenge. (Kirsten will explain).
- xv) Community Fund Award selection meeting on April 26th at 5:00pm, we need at least two Board Members to attend (Dani and Penny both volunteered).
- xvi) We also need to select the Cooperator of the year soon. We typically present these awards at the Annual Meeting.
- xvii) Banking update on FDIC coverage. All of our funds are deposited in banks with FDIC coverage and below the maximum insured amounts.
- xviii) Member Loan Launch Party is tentatively May 16th at Reklis tasting room. We may announce the offering at the Annual Meeting.



3) Board Topics:

- a) Deb read the board mission and vision statement.
- b) Kirsten presented the board education piece around the “21 Day Racial Equity Challenge” through Food Solutions New England.
- c) Deb and Sam read the C3 (Agenda Planning) board compliance topics. Reviewed and discussed.
- d) Dani and Penny will join the Community Fund selection meeting on April 26th at 5:00pm.
- e) Sam and Dani gave an update on the Nomination Committee.
- f) Deb and Penny gave an update on the Annual Meeting Committee. It will be located at Iron Furnace on May 4th at 5:00pm with pizza (including gluten free) and some exciting speakers.
- g) Tim and Ed gave an update on the JCC.
- h) Dani and Kirsten gave an update on the Ends/Bylaws/DEI Committee. It was noted that Bylaws can only be changed with certain notice and a vote of the whole membership is needed. In the meantime we are able to adjust the Board Policy Register (can be found in the March Board Packet) and consult with Michael Healy on this matter. DEI is going to start putting together the action steps for the DEI statement.

4) Tasks discussed:

- a) Email Annie if you’d like to contribute to The Radish: astuart@littletoncoop.org
- b) Review Member Loans information in February Board Packet folder in order to vote within the next 3 months. Launch party will tentatively take place at the Reklis tasting room on May 16th.
- c) Start thinking of a Cooperator of the Year awardee for the Annual Meeting.
- d) If you’re interested in the “21 Day Racial Equity Challenge” April 3-April 23rd should sign up at:
<https://docs.google.com/forms/d/e/1FAIpQLSd9v4utYboklnZmHLVwBxIVVBer0Xh2vygt8UrAvYYaJCaGqw/viewform>
- e) April 11th at 5:00pm is the “Meet the Candidates Social” in the Co-op Cafe.
- f) April 24th at 4:00pm GFC will come up to do their in person audit. The location will be at the AHEAD building across the street from the Co-op.



Penny motioned, Vanessa seconded, and the board voted unanimously to adjourn the meeting at 6:25pm.

Executive session held after the regular board meeting with board members and employees.

The next board meeting will be held on April 24th at 4:00pm at the AHEAD building across the street from the Co-op.

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