



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting (Rescheduled from June 19th)

June 26th, 2023

Meeting convened on Zoom at 5:00pm

Directors Present: Deb Sullivan, Tim Healey, Sam Brown, Penny Keeler, Kirsten Scobie, Mitra Karimian, Dani Shaw.

Directors Absent: Vanessa Robbins, Jim White.

Staff Members Present: Ed King, , Becky Colpitts, Minnie Cushing,

Guests: N/A

1. Housekeeping & Governance:

- a) May Meeting Minutes were approved motioned by Sam, seconded by Penny, and unanimously by the board.
- b) Tim motioned, Deb seconded, and the board unanimously voted to approve Woodsville Guaranty Savings Bank to do an appraisal for our loan refinance.
- c) Ed went over the A (Ends Report) Board Policy. Mitra motioned, Sam seconded, and the board unanimously voted to approve the report as given.

2) General Manager's Report:

a) Financial update:

- i) May sales were \$1.664 million, \$66k over our budget.
- ii) Sales growth is running at 6.5% over last year.
- iii) Net income was \$33k, \$13k over budget.
- iv) YTD losses are at \$35k, \$40k better than our budget.
- v) We should move back into the black in July.

b) Other Topics:

- i) We had a great trip to Sacramento and received the CCMA Cooperative Excellence Award.
- ii) Michael Healy from Columinate was our presenter and did an excellent job. The Award is at our service desk. I'll try and get a copy posted to the Board Drive.



- iii) The workshops and presentations were very relevant, next year's conference is in Portland, Maine.
- iv) We had a fun Ice Cream Social on Saturday to benefit NH Pride.
- v) Our work towards the formation of a North Country Food Council continues. We'll be using the "Root to Rise" 501C3 as our nonprofit.
- vi) We'll be having an All Staff Meeting on Wednesday night and Thursday morning of this week.
- vii) Our monthly phone call with Michael Healy is next Monday, let me know if you're interested in joining this call.
- viii) I'll be attending an NCG SWG meeting with other Coop GM's to go over our business planning.
- ix) We are continuing our meetings with Mascoma and WGSB about our refinance planning.
- x) The NMTC unwind planning is progressing. This will include Mascoma, NH Community Loan Fund, Gallagher Flynn CPA, DRM our legal representatives and others.
- xi) Our Member Loans are off to a slow start, please spread the word. Let me know if you have any questions.
- xii) We're planning a big Beer Sale on July 15th and our annual "Eat Local" celebration on August 12th.

3) Board Topics:

- a) Penny read the board mission and vision statement.
- b) Tim, Deb, Sam, and Penny read the C4 (Board Meetings) and C5 (Directors Code of Conduct) board compliance topics. Reviewed and discussed.
- c) Kirsten read aloud Bylaw Article II. Reviewed and discussed.
- d) Ed gave a recap of the Finance Committee meeting regarding the 401K package.
- e) Ed, Becky, Deb gave a recap of the CCMA meeting in CA.
- f) Dani gave a review on DEI. There will be a meeting regarding creating a DEI education program for our board.
- g) A letter regarding the diversity, equity, and inclusion flag was addressed to the board. The topic was reviewed and discussed how that would be handled.



4) Tasks discussed:

- a) As always, email Annie if you'd like to contribute to The Radish: astuart@littletoncoop.org
- b) The Board Retreat will be held on **September 30th** at Copper Cannon Camp. The topic will be revising the Ends Report. Penny, Tim, and Deb will stand on that committee.
- c) Please take a look at the board standing committees and think about committees you may be interested in. Let Deb know if you have any questions.
- d) Upcoming Events from Becky (wear your badges!):
 - July 15- Brewfest
 - July 15- CBL 101
 - July 19- CCMA award celebration
 - July 26- Veterans Cookout 11am-2pm. Veterans (members and non-member veterans will receive 10%)
 - July 28- North Country Chamber Players will be playing with a wine/cheese tasting.
- e) All board members should sign the confidentiality form at or before the next meeting. That document can be found in the Resources folder.

Penny motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 6:34 pm.

The next board meeting will be held in person on Monday, July 24th at 5:00pm via Zoom.

Respectfully submitted by:

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

Vanessa Robbins

Board Secretary