



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

May 22, 2023

Meeting convened on Zoom at 5:00pm

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

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

Guests: Suzanne

1. Housekeeping & Governance:

- a) April Meeting Minutes were approved unanimously by the board at the Annual Meeting.
- b) Ed went over the B3 (Asset Protection) Board Policy. Vanessa motioned, Tim seconded, and the board unanimously voted to approve the report as given.
- c) Board Officer nominations were nominated and voted in as follows:
 - *President:* Deb Sullivan - motioned by Tim, seconded by Vanessa, and the board unanimously voted to approve.
 - *Vice President:* Tim Healy - motioned by Jim, seconded by Kirsten, and the board unanimously voted to approve.
 - *Treasurer:* Sam Brown- motioned by Deb, seconded by Dani, and the board unanimously voted to approve.
 - *Secretary:* Vanessa Robbins - motioned by Dani, seconded by Tim, and the board unanimously voted to approve.
- d) The board will start reviewing a bylaw article each meeting for discussion.

2) General Manager's Report:

- a) *Financial update:*
 - i) April sales were \$20k over budget and \$93k over last year.
 - ii) Net income for the month was \$9k below budget, but we remain \$30k over budget YTD. April is typically our worst month of the year.
 - iii) Cash and EBITDAP remain very close to budget.
- b) *Other Topics:*



- i) I attended a Fiduciary training meeting with John Hancock in reference to our 401k compliance. Our Committee will be meeting this week to review upcoming changes.
- ii) Our No Mow experiment has begun on a section of our lawn.
- iii) Our NCG small working group will be meeting next month to talk about some long term business planning.
- iv) We'll be doing a New Board Member Orientation next Wednesday night at 5:00, hopefully Jim and Mitra can attend?
- v) Three of us will be attending CCMA in Sacramento next month. Next year this meeting is in Portland, Maine.
- vi) We've decided not to do a Lobsterpalooza this year. Pricing, supply and Right Whale impacts figured in that decision.
- vii) We'll be having a more vibrant "Eat Local Event" and a bigger "Beertopia Sale" to offset the loss of this event.
- viii) Hanover and City Market Coop have both successfully launched self scan register systems at one of their stores.
- ix) Starting next Friday we'll start staying open until 9:00 for the summer.
- x) We've had a serious spike in COVID 19 cases in the last two weeks with approximately 10 cases.
- xi) There is a new Board Calendar in the Board Drive.
- xii) We'll be switching propane suppliers next month to Irving, Amerigas' service was a constant issue.
- xiii) We have commissioned a second mural for the front porch, and some artistic coverings for the support poles in the store.

3) Board Topics:

- a) Mitra read the board mission and vision statement.
- b) Deb read the C6 (Officers' Roles) and board compliance topic. Article VI of the by-laws is in the drive for all to read. Reviewed and discussed.
- c) Tim read aloud Bylaw Articles I and II. Reviewed and discussed.
- d) Annual Retreat topics discussed.
- e) Becky gave a report from the Member Loan event at Reklis.
- f) Vanessa gave a report from the Annual Meeting event at Iron Furnace.



4) Tasks discussed:

- a) Email Annie if you'd like to contribute to The Radish: astuart@littletoncoop.org
- b) The Finance Committee will meet sometime in June and discuss restructuring our loans and bring a proposition to the rest of the board.
- c) The Board Retreat will be held on **September 30th** at Copper Cannon Camp. Topic is still being finalized, but will most likely be laying the groundwork for revising the Ends Report. Second half of the retreat topics discussed as well. Penny, Tim, and Deb will stand on that committee.
- d) 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.
- e) Orientation for new members **May 31st** at 5:00pm via zoom- a link will be sent out.

Tim motioned, Vanessa seconded, and the board voted unanimously to adjourn the meeting at 6:20pm.

The next board meeting will be held in person on Monday, June 19th at 5:00pm via Zoom. The Zoom link is emailed and materials posted by the Friday prior.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Vanessa Robbins", written in a light grey or blue ink.

Vanessa Robbins
Board Secretary