



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

April 21, 2025

Meeting convened at the AHEAD Conference Room at 4:08pm

Directors Present: Deb Sullivan, Tim Healey, Sam Brown, Molly O'Brien, Bob Goss, Mitra Karimian, Dani Shaw, Vanessa Robbins and Charise Baker.

Directors Absent: N/A

Staff Members Present: Ed King, Chris Whiton, Minnie Cushing, Brian Labonte, Becky Colpitts, Annie Stuart, Anastasia Maher and Travis Brenchi

Guests: Louise Erskine, and Gallagher Flynn Auditors Steve Austin, Mari Zagarins, and Garrett Frank

1. Housekeeping & Governance:

- a) Bob motioned, Sam seconded, and the board unanimously voted to approve the March minutes.
- b) Ed went over the B4 report (Membership Rights and Responsibilities) Bob motioned, Tim seconded, and the board unanimously voted to accept the report.
- c) Dani motioned, Bob seconded and the board voted unanimously to approve the audit report as presented by Gallagher Flynn. Gallagher Flynn complemented Minnie for the excellent work she does on behalf of the Co-op. There was discussion about the tax benefit of increased use of member numbers. Conversation included questioning if educating Co-op employees and members on that benefit would translate into increased usage of member numbers. The Co-op currently has a 73% usage of member number transactions, well above the national average.

2) General Manager's Report:

a) Financials:

- i) We had strong March sales and YTD our sales are up 6.6%. Ed discussed the possibility of lowered tourist activity from Canada impacting summer sales.
- ii) Ski season is coming to a rapid end and Easter sales were a little softer than expected



b) Other Topics:

- i) We hosted a follow up meeting with Jeanne Shaheen's staff to go over the funding and food issues that we're facing
- ii) Chris attended the NCG Spring meeting in DC and got updates on some of the changes coming. Caledonia has been accepted as a member.
- iii) Our new car chargers were installed successfully and appear to be working well.
- iv) The BOD voting opens April 26th and will be open through May 10th. Meet the Candidate event will be 4/26th at 1:00.
- v) Member discount week starts May 9th - 15th. Our Anniversary Event is Saturday May tenth. Ed discussed the cost of floating discount days. These weeks are usually planned for May (anniversary) and October (Co-op month).
- vi) Anastasia will be going to Marketing Matters in Minneapolis next month.
- vii) There is a Food Alliance meeting in Loudon May 21st if any Board Meetings are interested
- viii) We're partnering with the Colonial and ACT for a film screening of Gather on May 22nd.
- ix) We've scheduled our annual Board Orientation on May 23rd for new Board Members. It appeared that there was a mix-up about the Board Orientation Training date. Deb will confirm with Ed and Michael Healey and will communicate that information to the board.
- x) We've collaborated with Reklis to release a Coop Branded Beer this summer. Details to follow.
- xi) I'm still waiting for Town confirmation about the Cottage Street Project and Crosswalk completion before we schedule our sidewalk improvements.

3) Board Topics:

- a) Deb, Sam, Tim and Charise read board monitoring policy C6 (Officer's Roles). Discussion included the use of 'must attend' in the C6 policy. It was recognized that there may be times a director will be absent from a meeting, ie: vacations. Deb suggested that the board policy register be reviewed and updated as deemed necessary. Conversation included the age of the document and involving Michael Healy. This topic was tabled for later discussion.



- b) Charise read the board mission and vision statement.
- c) Deb updated the board about the progress of the Search Committee. The board completed an exercise that will be used to identify the key qualifications that we would want in a GM. This information was sent to Melanie, who will aggregate the information and create a matrix for us to use during the hiring process. The current job description was edited and forwarded to Melanie. The committee is scheduled to meet with Melanie on Tuesday, April 22 at 5:00 to discuss the results of these tasks and to develop the next steps.
- d) Molly and Charise will be attending the CCMA Conference in Duluth, MN May 29-31.
- e) Vanessa, Mitra and Anastasia updated the board on the progress of planning the annual meeting. The catering menu covers all dietary needs/restrictions. Anastasia distributed the agenda for the meeting. Board members were asked to volunteer by arriving early to help set up or to stay late to help cleanup.

4) Tasks discussed:

- a) Possible dates for the annual Board Retreat are September 13th or 20th. Please choose one and inform Deb as soon as possible.
- b) Meet the Candidates event is scheduled for Saturday April 26, at 1:00pm. Candidates were requested to arrive at 12:30 and to meet upstairs. Super Secret ice cream will be served with tastings of root beer floats, made with local Woodstock rootbeer, and scoops with waffle cone pieces

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

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The next board meeting will be held via Zoom only on Monday, May 19, 2025 @ 5:00pm

Respectfully submitted by:

Charise Baker

Board Secretary