



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

April 22nd, 2024

Meeting convened at the AHEAD Conference Room at 4:00pm

Directors Present: Deb Sullivan, Vanessa Robbins, Jim White, Mitra Karimian, Tim Healey.

Directors Absent: Dani Shaw, Penny Keeler, Kirsten Scobie, Sam Brown.

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

Guests: Brandon Millet, Molly O'Brien, Derek Rust, Kim Warren, GFC Auditors.

1. Housekeeping & Governance:

- a) Jim motioned, Mitra seconded, and the board unanimously voted to approve the February Meeting Minutes and March Agenda without changes.
- b) Ed went over the B4 Report (Membership Rights and Responsibilities). Vanessa motioned, Dani seconded, and the board unanimously voted to approve the report as given.
- c) Jim motioned, Mitra seconded, and the board unanimously voted to approve the GFC audit report.

2) General Manager's Report:

a) Financial update:

- i) Year to date sales are up 6.1% over 2023.
- ii) We experienced a larger than expected boost from the increased Eclipse traffic.

b) Other Topics:

- i) We had our 10,000th Member join on ****, they received a \$500 shopping spree.
- ii) Planning for the Annual Meeting is progressing well, thank you Vanessa for your efforts to make this year's event special.
- iii) Raises are effective this week, our starting pay is now \$16.72 with another adjustment scheduled for October. (net increase of \$140k)
- iv) Bonuses will also be paid this week to the management team.



- v) Our Meet the Candidate night was very successful, it will be a hard decision this year with so many great candidates.
- vi) Deb and I had a discussion with Michael Healy about what the right number of candidates is. Something for the Nomination Committee to consider.
- vii) May 11th we'll have an in-store celebration for the 15th Anniversary of our opening from 12-3:00. We'll have samples, entertainment and some cake.
- viii) We'll be meeting with TRG May 9th to update our 401k plan (Sam).
- ix) In June we'll have a separate meeting with TRG to talk about our health insurance option for 2025. We may choose to add some self-funding to our insurance plans. We may have TRG schedule a Board presentation.
- x) We have decided to keep Hickok and Boardman for our Business, D&O and Workmans Comp Insurance.

3) Board Topics:

- a) Deb read the board mission and vision statement.
- b) Annual Meeting Committee gave an update/dry run through— follow up email with voting and volunteer sign up to come.
- c) Board Candidates, Bob and Derek, read the C5 (Directors Code of Conduct) board compliance topic. Reviewed and discussed.
- d) Ends Policy meeting with Michael Healy recap.

4) Tasks discussed:

- a) Becky's Community Events:
 - April 27th- talent show
 - May 2nd - Annual Meeting at The Rocks!
 - May 11th- In-store 15th Anniversary!
- b) All board members- email Annie if you'd like to contribute to The Radish:
astuart@littletoncoop.org
- c) Check your email for Annual Meeting voting/volunteer sign up.
- d) Retreat date and theme TBD. Ed recommended looking at our GM transition as he plans for retirement.
- e) New Director Orientation proposed for May 14th.



Dani motioned, Vanessa seconded, and the board voted unanimously to adjourn the meeting at 6:30pm.

The next regular meeting will be on Zoom on Monday, May 20th at 5:00pm.
See you all at the Annual Meeting Thursday, May 2nd at 4:30pm.

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