



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

August 21st, 2023

Meeting convened in person at the Co-op at 5:00pm

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

Directors Absent: Sam Brown

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

Guests: N/A

1. Housekeeping & Governance:

- a) Mitra motioned, Dani seconded, and the board unanimously voted to approve the July Meeting Minutes without changes.
- b) Ed went over the B7 (Communication to Board) and B8 (Board Logistical Support) Board Policies. Vanessa motioned, Mitra seconded, and the board unanimously voted to approve the report as given.
- c) It was unanimously decided that the LFC board would continue services with Columinate and add 5 hours onto our consulting package with Michael Healy which will come out of the board's budget.

2) General Manager's Report:

- a) *Financial update:*
 - i) Sales in July were \$1.576,000, \$76k above budget.
 - ii) Labor and Margin both beat the budget slightly.
 - iii) Net Income was \$70k for the month, beating the budget by almost \$40k.
 - iv) YTD net income and cash are both above budget by more than \$150k.
 - v) Our recent appraisal (included in the Board Packet) came in well below expectations creating a collateral shortfall for this October's refinance.



- vi) New Hampshire Community Loan Fund and GRDC funding of \$750k will go before their next respective Loan Committee meetings in the coming month and we should be getting a term sheet shortly.
- vii) We expect that we'll be contributing between \$300-\$500k in cash to the refinance.

b) Other Topics:

- i) We had conversations with Cooperative Fund of the Northeast and Walden but they were unlikely to meet the closing deadline of October 2nd.
- ii) We have the option of opening a Line of Credit with CFNE if we feel it's needed for adequate cash flow, but we don't feel that will be necessary.
- iii) The Second Annual North Country Food & Ag Council Summit is scheduled for November 8th if anyone is interested in attending.
- iv) POM applications are due this Wednesday. Voting starts 9/23.
- v) The Caledonia Food Coop had a membership meeting last week to explore their option to buy the old Walgreens Meeting. I'll be touring the building tomorrow.
- vi) We're sponsoring a movie at the Colonial Thursday "Seeds of Vandana Shiva". Pre Show reception starts at 7:00.
- vii) A big "Back to School BOGO Promo" starts August 30th.
- viii) Our "Artisan in the Pavillion" experiment has started on Saturdays.
- ix) I'll be attending the NCG Fall Meeting in Minneapolis starting 9/19.
- x) We received some good press in last week's Courier with 2 separate articles. One in reference to the Vermont Farm Fund donation and the other regarding the North Country Farm & Ag council formation.
- xi) Our Columinate contract is coming up for renewal soon, I propose adding hours to the basic CBLD contract to cover our expanded use of Michael's and Columinate's services.
- xii) Hunger Mountain Food Coop has had some upheaval generated by an alleged case of sexual harassment by a Front End Supervisor. The GM resigned and there has been some finger pointing at the Board. We have reviewed our Harassment Reporting Policies with all of our management and reiterated the importance of swift reporting. I have some ideas about my staff treatment reporting that we may want to adopt.



3) Board Topics:

- a) Dani read the board mission and vision statement.
- b) Mitra read the D1 (Unity of Control) board compliance topic. Reviewed and discussed.
- c) Penny read aloud Bylaw Article V (Patronage Dividends). Reviewed and discussed. It was noted that this article wording should be evaluated by the Bylaws/Ends Committee.
- d) Dani presented the board education topic regarding the article/interview in the nationally published High Mowing Organic Seeds magazine. There will be more copies to the coop soon!
- e) Deb gave an update on the board retreat finalized details and took a headcount of attendees.
- f) Board committee sign up discussed. Deb has assigned board members to committees that she thinks they would be best on.

4) Tasks discussed:

- a) All board members- email Annie if you'd like to contribute to The Radish:
astuart@littletoncoop.org
- b) All board members- the Board Retreat will be held on **September 30th** at Copper Cannon Camp and the topic will be evaluating the Ends.
- c) All board members- take a look at the board standing committee assignments and let Deb know if there needs to be any changes.
- d) Bylaws Committee- make note to evaluate wording of article V in the bylaws.
- e) Interested Board Members- North Country Food and Ag Council Summit being held on November 8th.
- f) Upcoming Events from Becky (wear your name tags!):
 - ACT movie @ Colonial- 8/24
 - Partner of the Month voting starts- 9/23.
- g) Columinate Events
 - CBL 101 Live Keene 10/14
 - CBL 101 on-line 10/21
 - COOP Cafe on-line 11/11 & 11/9 (DEI training whole board)



Vanessa motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 6:37 pm. Executive session held afterwards.

The **Annual Retreat at Copper Cannon Camp** Saturday September 30th, 2023. This is a board member only event.

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