



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

December 15, 2025

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Meeting convened on Zoom @ 5:04 pm

*Directors Present: Deb Sullivan, Sam Brown, Molly O'Brien, Bob Goss, Mitra Karimian, Travis Brenchi, Louise Erskine and Charise Baker.*

*Directors Absent: Tim Healey*

*Staff Members Present: Learner Limbach, Ed King, Chris Whiton, Becky Colpitts, Brian Labonte, Minnie Cushing, Dawn Holtz, and Ashley Wallingford*

*Guests: Janet Davis*

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### **1. Housekeeping & Governance:**

- a) Sam motioned, Travis seconded, and the board unanimously voted to approve the November minutes.
- b) Ed went over the B3 – Asset Protection report. Bob motioned, Molly seconded, and the board unanimously voted to accept the report.
- c) Let the minutes reflect an online email vote conducted on December 1, 2025. Deb motioned and Sam seconded to remove Ed from and add Learner as signature authority on the Coop's bank accounts. This motion passed with a unanimous vote.

### **2) General Manager's Report:**

- a) *Financials:*
  - i) November Sales were nearly \$40k above our budget, and we're already up \$47k in December.
  - ii) We're on track to finish 2025 with \$20.7 million in sales, a new record.
  - iii) We'll be paying our Employee Holiday Bonuses this week. There will also be holiday gift cards for the Board Directors at the Service Desk
- b) *Other Topics:*



- i) We did experience a freezer breakdown last week, we lost nearly \$4k in thawed product. This value is below the deductible amount for insurance and will show as a net loss in Q4.
- ii) We'll be meeting with both Caledonia and NCG this week to discuss our support of their start-up.
- iii) NH Senate Bill 615 could negatively impact SNAP recipients, program administrators and grocery stores. We'd like to lobby against passage. Ed will send out more information including the contact email address.
- iv) I think Learner's transition is going smoothly. We're getting him authorized to perform a lot of the duties that I performed.
- v) We had a solid Holidayfest this past weekend, and we should have strong sales as we close out the year.
- vi) Our fiscal year ends January 3rd, giving us 53 weeks this year. This will help both sales and financial performance.
- vii) Our year end inventory is January 4th, which will be my last official day as General Manager in the Coop. I plan on taking most of January off before assuming my new part time role.
- viii) CGRI Report on Cooperative Governance is in the packet. The Coop participated in this survey.
- ix) This is my last GM Report.

### **3) Board Topics:**

- a) Travis, Sam and Charise read board monitoring policy D4. Reviewed and discussed.
- b) Learner read the board mission and vision statement.
- c) Janet Davis from Theater UP spoke to the board about the fundraising efforts for their new building. The new facilities will include classrooms, offices, practice rooms and storage. It is also being updated to be ADA compliant. The goal is to be open in September of 2026. As part of their fundraising efforts, there are \$500k worth of tax credits that are available for purchase. The purchase of these tax credits would allow for a 75% reduction in tax liability. If the Coop were to purchase any amount of these tax credits, Theater UP would provide recognition opportunities for the Coop. There are two timelines for the purchase of the tax credits. The first is March 2026 and the second is



June 2026. If anyone would like a hard hat tour or has any questions, please contact Lynne or Janet at Theatre UP. Ed stated that the Coop has purchased tax credits in the past for the Colonial Theater. The board will take the purchase of tax credits under advisement.

- d) Bob provided the history of the Partner of the Month program as the board's educational sharing event.
- e) Brian updated the board on the Coop's Serv-Safe program. Brian is a certified trainer and is working on manager level certifications.
- f) Deb stated that the board calendar for 2026 is being updated and should be available in January.
- g) Learner updated the board about a recent meeting with the Caledonia Food Coop (CFC). There is a high probability that the CFC will need the support of the LFC to move through the next phase of their project. Learner presented several ways on what this support may look like. While the decision to provide any support to the CFC is an operational one, after discussion, many board directors voiced approval for the support outline that Learner presented. Anyone with questions is encouraged to contact Learner directly.
- h) The bridge loan to the CFC will expire on 01/15/26. The board will be discussing a three month extension to this loan.
- i) Deb advised the board to be prepared to discuss the 2026 election at the January meeting.

#### **4) Tasks discussed:**

- a) Becky spoke about the giving tree for the Littleton Winter Shelter located by the front windows near the registers. Any gifts purchased from the Giving Tree may be dropped off at the Coop in the boxes provided.
- b) For a full list of the many upcoming Coop events, please visit the website.

Bob motioned, Sam seconded, and the board voted unanimously to adjourn the meeting at 6:26 pm.

The next board meeting will be in person at the Coop loft on January 19, 2026 @ 5:00pm

Respectfully submitted by:

Charise Baker

Board Secretary