



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

December 11th, 2023

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Meeting convened via Zoom at 5:00pm

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

*Directors Absent: None*

*Staff Members Present: Ed King, Chris Whiton, Minnie Cushing, Bob Goss, Annie Stuart, Becky Colpitts*

*Guests: Suzanne Hopgood, Kathy Nash from Prairie Food Co-op, Jason Krapauski from Prairie Food Co-op*

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

- a) Jim motioned, Kirsten seconded, and the board unanimously voted to approve the November Meeting Minutes and December Agenda without changes.
- b) Ed went over the B5 Report (Treatment of Customers). Vanessa motioned, Dani seconded, and the board unanimously voted to approve the report as given.

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

*a) Financial update:*

- i) November sales were \$51k over 2022 sales, a slight slowing of growth.
- ii) Most of that growth was from basket size, not customer count.

*b) Other Topics:*

- i) We're still working with Gallagher Flynn to book the NMTC unwind.
- ii) I had an initial conversation with TRG about a deferred compensation plan, nobody else on the senior management team is interested.
- iii) I signed an easement (in the drive) with the town to allow them to make improvements to the transition between the crosswalk and our sidewalk.
- iv) I have begun the process of applying for some REAP USDA Grants. One is for renewable energy (Solar), and the other is for energy efficiency for cooler replacement which will be applied for in 2024.



- v) I placed a REAP Grant overview in this month's Board Packet.
- vi) We hope to double our Solar array size, placement has yet to be determined. I welcome feedback.
- vii) We have approached an abutter about a land purchase (¼ acre) or a variance which would allow us to build a small addition to the rear of the building. This 1152 sq ft addition would accomplish a number of things:
  - viii) Add a new machine room for the refrigeration upgrade.
  - ix) Add a larger storage freezer for the Bakery and Meat departments.
  - x) Add two employee bathrooms.
  - xi) Add office and secure work space for IT and Maintenance.
  - xii) Create storage space for meat and deli supplies.
- xiii) The expected cost of this addition would be between \$250k-\$300k which would fit in our capital budget for 2025.
- xiv) Sign up for the 2024 employee benefits has been almost completed. There were very minor changes in the benefit plan.
- xv) Employees are getting a Coop Hoodie and \$100 in cash as a holiday gift.
- xvi) NCG will be launching a Coop App for smart phones in January, keep an eye out for it. The first 3,000 to sign up will be mailed a gift.
- xvii) We'll be having a Bulk Flash Sale on 12/14, 20% off all bulk items one day only.
- xviii) I have included some of the latest CX Survey data in the Board Drive in support of the B5 report.
- xix) We have tentatively scheduled our Annual Meeting for Thursday May 2nd.
- xx) May 11th we'll be celebrating the Coop's 15th Anniversary, we'll be planning some special events.

### 3) Board Topics:

- a) Jim read the board mission and vision statement.
- b) Mitra, Penny, Kirsten, Tim read the C1 (Governing Style) board compliance topic. Reviewed and discussed.
- c) Jim presented the board education piece on CBD.
- d) Sam presented the board budget.
- e) Ed presented the Deferred Compensation Option to the board.



- f) Prairie Food Co-op members attended our meeting for Q&A about their new store opening.
- g) Deb discussed “Holiday Act of Kindness” – Drop Off By Dec 14 Pick Up By “All Saints” Dec 15
- h) Tim, Sam, Penny will be on the Nomination Committee.
- i) Dani is taking a DEI course and gave an update on that.

**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- take a look at the board standing committee assignments and let Deb know if there needs to be any changes.
- c) We will follow up on the Ends sometime in February with Michael Healy. Date TBD- check your calendars.
- d) Deb will reach out about coordinating the “Holiday Act of Kindness.”
- e) Becky’s Community Events:
  - Theater UP caroling from 5pm-6pm in the pavilion on- Friday Dec 15
  - Artist meet and greet- Saturday Dec 16
  - Uprooted centerpiece making- Saturday Dec 22

Mitra motioned, Vanessa seconded, and the board voted unanimously to adjourn the meeting at 6:25 pm.

The next meeting will be **via Zoom** on Monday, January 22nd at 5:00pm. Zoom link to be sent out Friday prior to the meeting.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Vanessa Robbins".

Vanessa Robbins  
Board Secretary