



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

February 23, 2026

---

Meeting convened both on Zoom and in person at the AHEAD conference room @ 5:08 pm

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

*Directors Absent: N/A*

*Staff Members Present: Learner Limbach, Chris Whiton, Brian Labonte, Becky Colpitts, Corey Shaink, Minnie Cushing and Jesse*

---

### **1) Housekeeping & Governance:**

- a) Sam motioned, Mitra seconded, and the board unanimously voted to approve the January minutes.
- b) Learner went over the B1- Financial Condition and Activities report. It was noted that the Net Income was not in full compliance but there are plans to correct that issue. Tim motioned, Charise seconded, and the board unanimously voted to accept the report as presented.

### **2) CEO Update:**

- a) Financials:
  - i) Sales through the first six weeks of the year were slightly above budget.
  - ii) Learner is working with Minnie to research alternatives to CDs, hoping to increase the rate of return.
  - iii) Prioritizing changes that are aimed at growing sales and improving Net Income.
- b) Staff:
  - i) The meat department is currently short staffed due to some employee turnover.
  - ii) Chandelle Whitney has been hired as the new HR Manager. Chandelle will be working part time while being in the store 3-4 days per week.
  - iii) The recent Admin meeting included activities focusing on individual strength profiles from the Clifton Strength exercise.



iv) Annual reviews will happen between now until April. Sam asked Learner about his approach to reviews. Learner stated that he had ideas for improvement but did not want to disrupt this year's process. Ed will be sending pertinent comments for some reviews. Each manager has one goal for the upcoming year.

c) Catapult / Point of Sale System Initiatives:

i) Learner provided a chart on the stages of implementation of the five initiatives (general ledger, loyalty points, cognition, patronage and charge accounts) discussed in January. Progress is on track.

ii) Tim asked about the cognition program for Catapult. Learner stated that this program compiles data into the cloud, including a dashboard to visualize the data in different ways. This program ends the manual entry of data, reduces redundancies and is more efficient.

d) Provisions Co-op Wholesale:

i) The store is on track to launch the first half of March, barring any setbacks.

ii) The board will be invited to help test the ordering platform as part of the soft launch.

e) Misc:

i) Learner requested feedback on the format of his B-1 report.

ii) Ed is working on the variance application for the addition and will submit it soon.

iii) Learner stated that it was great to be home after his two NCG trips.

**3) Board Topics:**

a) Louise read the board mission and vision statement.

b) Sam read board monitoring policy D2- Accountability of the GM. Reviewed and discussed. Sam mentioned the meeting between the executive directors and Micheal Healy. This meeting focused on the best ways to support Learner and the board through the transition period. After more discussion, the executive directors will bring the ideas generated to the full board.

c) Tim provided the Treasurer's report. Highlights include:

i) Thanking Learner for his more detailed reporting.

ii) The committee will be meeting quarterly.

iii) The LFC scores an average performance when compared to peers.



- iv) The net income budget for 2026 is modest.
  - v) Efficiency and organization will help both the top and bottom lines.
  - vi) The annual audit has been moved to April 27th.
  - vii) The board budget was adjusted to include costs of contracts, compensation, election and event costs.
  - viii) Cost streamlining ideas includes looking at different voting platforms.
- d) Molly updated the board on the BPR revision committee. The committee is still in the planning phase. Molly will be reaching out soon to several board members for their help. She hopes to keep the group small and efficient.
- e) Mitra updated the board on her work with EBIA (equality, belonging, inclusion, accessibility). There is a slide show in the board drive. Her goal for the review is to ask if the current DEI statement is really working for us. She recommends that the board hires a third party to help with the process. Louise, Travis, Becky, and Molly are part of the committee. The meeting in March will be focusing on the LFC mission and the 4 pillars.
- f) Louise provided the February educational sharing event. Louise spoke about global food supplies, the financialization of our food, the act of speculating on food, food abstraction and how four supermarkets ( Kroger, Walmart, Albertson's, Costco) controls 69% of the market, allowing for price fixing. Solutions include building a stronger regional food system, something that Co-ops are good at. Louise also provided the board an excellent article: How Corporate Consolidation Broke America's Grocery System. 30% of the Coop's products come from local sources. It is felt that Provisions Wholesale will help improve the local food system.
- g) Deb informed the board that the date for the annual meeting is Wednesday, May 13th. The location is at the Inkwel and the time frame is roughly 6-8 pm. The planning for the event will include all board directors. This meeting will be simplified from past meetings.
- h) Deb and Charise are in the process of gathering information about the position of board administrator. The reason for looking at this position is for consistency in administrative work across multiple board elections/directors. They are reaching out to other boards/coops that have that position for their input. Current work includes



outlining a list of tasks and the differences between an operational hire vs. a contracted position. Once all the information is compiled, it will be presented to the board for open discussion.

**4) Tasks discussed:**

- a) Travis spoke about the many upcoming events at the Coop. For a full list, please visit our website.
- b) Learner will provide the educational sharing event for March. The plan is to participate in some Clifton Strength activities with the board. The board should find these activities in the board drive.

Louise motioned, Deb seconded, and the board voted unanimously to adjourn the meeting at 6:34 pm  
The board then went into Executive Session

The next board meeting will be both on Zoom and in person at the AHEAD conference room March 16, 2026 @ 5:00pm

Respectfully submitted by:

Charise Baker  
Board Secretary