



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

February 26th, 2024

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Meeting convened via Zoom at 5:00pm

*Directors Present: Deb Sullivan, Vanessa Robbins, Dani Shaw, Jim White, Mitra Karimian, Penny Keeler*

*Directors Absent: Kirsten Scobie, Sam Brown, Tim Healey*

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

*Guests: Brandon Millet, Dan Crosby, Derek Rust*

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

- a) Mitra motioned, Dani seconded, and the board unanimously voted to approve the January Meeting Minutes and February Agenda without changes.
- b) Ed went over the B1 Report (Financial Limitations). Dani motioned, Penny seconded, and the board unanimously voted to approve the report as given.
- c) Vanessa motioned, Dani seconded, and the board unanimously voted to approve the investment up to \$300K to the NH Community Loan Fund as Ed has laid out.
- d) Vanessa motioned, Deb seconded, and the board unanimously voted to approve the extra week PTO accrual rate for all 15 year employees now and moving forward.

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

- a) *Financial update:*
  - i) B1 Report given today
- b) *Other Topics:*
  - i) We met again with Mains Electric to get a quote and to explore possible locations for our Solar expansion.
  - ii) Ongoing meetings with Caledonia Food Coop have resulted in a financing framework to purchase the Walgreens building.
  - iii) Included in the Board Drive is a document that outlines the sources CFC is using, including the Bridge Loan to purchase the building.



- iv) This plan involves the Littleton Food Coop to invest \$300k in the NHCLF to help secure the financing. This investment would earn a small amount of interest and would be invested for up to 24 months. Details are still being finalized.
- v) I would recommend that when we recoup these funds that we use them to pay down our debt with the NHCLF which is at a relatively high interest rate.
- vi) I have been in contact with both GFA and WGSB about this investment and no red flags were raised at this point.
- vii) I'm asking for a vote from the Board to approve the NHCLF investment since there is an element of risk associated with this transaction.
- viii) The MIT Livable Wage Model currently reflects a massive increase in 2024 over the 2023 number, and may be a budget breaker.
- ix) We're exploring the use of the NCG model which has a much more realistic increase than the MIT model.
- x) We're considering adding one week of PTO to employees that hit their 15 year anniversary. This impacts me so I would like a Board Vote on this change.
- xi) We intend to pay bonuses and our wage increases in the April/ May window.
- xii) We have a luncheon with some of our Farmers planned for March 6th at the Coop.
- xiii) Also on March 6th Terry Bowling and Brandon Kane from NCG Eastern Corridor will be visiting our Coop. We'll discuss Membership opportunities for small and startup Coops.
- xiv) I'll be serving on the CCMA Awards Committee to help select this year's award recipients.
- xv) There is the opportunity for Board Members to attend both the annual CCMA gathering in Portland Maine and the NFCA gathering in Greenfield, MA.
- xvi) We'll be offering employees some special glasses during the Eclipse on April 8th as well as some special sale prices on dark chocolate.
- xvii) We have some giveaways planned (tree and shrubbery seedlings) for Earth Day April 22nd this year as well as some special sales.
- xviii) I'll be sitting on a panel in St. J. on March 3rd discussing a variety of food system related issues.



### 3) Board Topics:

- a) Vanessa read the board mission and vision statement.
- b) Mitra went over a By-Law in regards to voting with a quorum with votes being accepted electronically just not one person "voting for" someone else. Today's vote for investing \$300K in the Community Loan Fund can be accepted electronically.
- c) Deb and Dani read the C3 (Agenda Planning) board compliance topic. Reviewed and discussed.
- d) Vanessa presented the board education piece on 2024 Grocery Trends.
- e) Penny gave a Nomination Committee update. March 19th is the deadline to apply!
- f) Jim gave an Annual Meeting Committee update.
- g) Deb discussed the Cooperator of the Year award as well as board compensation.

### 4) Tasks discussed:

- a) We will follow up on the Ends March 20th via Zoom with Michael Healy.
- b) Becky's Community Events:
  - Friday 3/1- Green Games recycled materials for games
  - 3/3- Potluck at churches in St. J
  - 3/16- Fire Cider Workshop
  - 3/26- Northern Human Services Nutrition with Deb Sullivan- Avocado dishes
  - 3/27 - Darkness in Daytime
  - 3/30 - Gardening in changing climate
- c) All board members- email Annie if you'd like to contribute to The Radish:  
[astuart@littletoncoop.org](mailto:astuart@littletoncoop.org)
- d) We will table a discussion around employee wages.
- e) Meet the candidate event will be held mid-April date TBD.
- f) Annual meeting Committee to meet in March TBD.

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

The next meeting will be **via Zoom** on Monday, March 18th at 5:00pm. Zoom link to be sent out by the Friday prior to the meeting.



Respectfully submitted by:

A handwritten signature in grey ink that reads "Vanessa Robbins".

Vanessa Robbins  
Board Secretary