



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

January 19, 2026

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Meeting convened both on Zoom and in person at the AHEAD conference room @ 5:05 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, Becky Colpitts, Brian Labonte, Corey Shaink, Annie Stuart, and Jesse*

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

- a) Travis motioned, Louise seconded, and the board unanimously voted to approve the December 2025 minutes.
- b) Learner went over the B5 – Treatment of Customers report. Molly motioned, Mitra seconded, and the board unanimously voted to accept the report. Board directors can find the entire report in the January meeting folder.
- c) Let the minutes reflect an online vote conducted January 8, 2026. Deb motioned and Charise seconded to extend the \$300k bridge loan to the Caledonia Food Coop until April 15, 2026. This motion passed with a unanimous vote from the board.

### **2) CEO Report:** Learner updated the board on the following:

- a) Staff:
  - i) The Community Outreach position is now a management position called the Community Relations Manager.
  - ii) Interviews for the HR position will be conducted the week of February 9. There are 4 qualified applicants.
  - iii) The current bonus plan is being restructured to be more inclusive.
  - iv) The admin staff is participating in the Clifton Strength Assessment.
- b) Food Access:
  - i) The Co-op is establishing a Cooperative Food Fund. The Co-op Food Fund is



the umbrella fund that can support Market Match as well as other food access program needs.

- ii) The store has a goal to build in-house funding mechanisms that can cover shortfalls.
- c) Tech / Point of Sale Systems:
  - i) The Catapult POS system has several modules that are worth utilizing, including General Ledger, Loyalty programs, Cognition for reporting and analytics, Patronage system and Charge/ACH accounts.
- d) Provisions Co-op Wholesale:
  - i) The plans are to set up and onboard LFC Provisions in February with a soft launch in March.
  - ii) There will be a Provisions overview presentation with the staff on January 26th at 1:00 pm. The board is welcome to attend.
- e) Misc:
  - i) There was some conversation about the expansion in the back of the building. The variance application needs to be submitted. Learner might revisit the homeowners stance.
- f) The Caledonia Food Co-op made the decision to move forward with INFRA instead of NCG, which rules out contracting with Littleton Food Co-op for management services.
- g) Learner provided the board with the dates of his upcoming NCG board travel.

### 3) Board Topics:

- a) Deb read the board mission and vision statement.
- b) Louise, Bob and Travis read board monitoring policies C - Global Governance Commitment, C1 - Governing Style and C2 - The Board's Job. Reviewed and discussed.
- c) Molly presented to the board an article on board self-evaluation and a decision tree for acting on internal monitoring reports as the educational sharing event. Possible actions discussed included doing monthly surveys, annual evaluations, and restructuring the decision tree to better reflect our needs. Tim stated that there are baseline expectations from board directors to include reading all available information beforehand to help be fully prepared for the meeting. The board felt that this was a good start to the conversation about how we can monitor our own compliance with board policy and overall accountability.



- d) The board is participating in the Clifton Strengths Assessment.
- e) Deb updated the board on the LFC's purchase of \$15k worth of tax credits from Theatre UP. In exchange, the theatre will include us in their advertising and promotions.
- f) Deb motioned for the LFC be removed from all responsibility after the bridge loan to the Caledonia Food Coop (CFC) expires on 04/15/2026. Furthermore, the funds from the bridge loan will not become part of the working capital for any future operating costs of the CFC and should be returned to the LFC. This motion was seconded by Charise and passed with the unanimous vote from the board. Deb will inform the CFC of our decision.
- g) Charise informed the board about a missing report (C8) from the BPR. Its absence was noticed during the structuring of the 2026 board calendar. The missing report has been returned and the report numbers have been updated.
- h) After discussion, the board felt it was in their best interest to move the annual election to October. This move allows for better planning and execution of the election. Tentative dates are 10/17 - 10/24 but will be coordinated with the marketing event schedule. This move also requires current board members to extend their terms an additional few months. Mitra motioned, Molly seconded and this motion passed with a unanimous vote from the board.

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

- a) Deb has updated the standing committee chart. Board chairs will reach out to other directors about joining a committee. Once in a committee, it is important that board directors understand the level of commitment required.
- b) Mitra updated the board on the many upcoming Coop events. For a full list of events, please visit the website.

Tim motioned, Travis seconded, and the board voted unanimously to adjourn the meeting at 6:30 pm

The next board meeting will be both in-person (AHEAD conference room) and on Zoom.

The meeting is scheduled for February 23, 2026 @ 5:00pm

Respectfully submitted by:

Charise Baker

Board Secretary