



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

January 20th, 2025

Meeting convened on Zoom at 5:00 pm

Directors Present: Deb Sullivan, Sam Brown, Molly O'Brien, Jim White, Dani Shaw, Tim Healey, Mitra Karimian, Bob Goss

Directors Absent: Vanessa Robbins, Dani Shaw

Staff Members Present: Ed King, Becky Colpitts, Chris Whiton, Anastasia Maher, Brian Labonte, Minnie Cushing, Kaitlyn Aldrich-Holmes, Corey Shaink

Guests: Lynn Greglovich

1. Housekeeping & Governance:

- a) Molly motioned, Tim seconded, and the board unanimously voted to approve the December Meeting Minutes and January Agenda with some typos that were corrected.
- b) Ed went over the B5 (Treatment of Customers) Report. Mitra motioned, Bob seconded, and the board unanimously voted to approve the reports as given.

2) General Manager's Report:

a) Financial update:

- i) We finished the year with strong sales, ending FY 2024 at \$19.3 million which is a 5.81% increase over last year and 2.9% over the budget.
- ii) January sales have started off very strong with solid increases the first 3 weeks.
- iii) Initial numbers show a \$436k net income, nearly \$200k over our projection and significantly higher than last year.
- iv) Cash balances increased more than \$470k in 2024 to \$2.468 million.
- v) We added 1,019 new members in FY 2024, which is the highest number since 2011.
- vi) Based on the combination of Net Income & Cash position I'll likely be recommending a 50% patronage rebate this year.



b) Other Topics:

- i) We have our Reklis event this coming Sunday at 6:00. Board members are welcome to attend.
- ii) I have a NCG Small Working Group meeting in Keene January 31st, but will try to call into the GMSC meeting.
- iii) We are looking to upgrade our EV chargers to 2 double chargers, doubling capacity and allowing more tracking of usage. One of the current chargers is out of order.
- iv) I had a conversation with our Mini Golf neighbors and they still intend to move forward with the project, but nothing is imminent.
- v) We'll be sending one of our cashiers, Bridget Denio, to a Cooperative Conference for college students in Minneapolis next month.
- vi) I put a detailed Job Description in the drive for the GMSC to review. It would need to be whittled down for candidate consumption.
- vii) We'll be paying close attention to product costs in case proposed tariffs become a reality with the incoming administration.
- viii) Our Annual Membership Meeting has been scheduled for The Rocks on May 1st. We reserved the entire downstairs for the event. There is a rental agreement in the drive for your review.
- ix) We'll be forming a committee of staff and Board members to select our 2024 Cooperator of the Year and Community Fund Awardee, both of which will be awarded at the Annual Meeting.
- x) We're working on a program where our employee 401k match can go towards student debt payments.
- xi) My deferred salary for 2024 has been put into a separate Walden Mutual Bank CD and is still on the Coop balance sheet. I'm working to finalize a policy regarding deferred compensation.

3) Board Topics:

- a) Sam read the board mission and vision statement.
- b) Tim went over the BOD expectations.



- c) Mitra read the C (Global Governance Commitment) and C1 (Governing Style) board compliance topics. Reviewed and discussed.
- d) Sam gave an education piece on the positive impact that the Littleton Food Co-op has on our local food system, specifically with his experience at Meadowstone Farm.
- e) Sam gave a treasurer's report as well as the board budget.
- f) Molly gave GMSC update: The committee will hire Melanie Reed from Columinate to guide and assist through the GM. Search process. Melanie Reed will provide expertise and support to ensure the search is conducted efficiently and effectively.
- g) Employee letter discussed.
- h) Nomination Committee update given.
- i) Ed discussed new DEI government Policies.
- j) The Annual Meeting Committee has been in conversation and will be meeting this week to confirm initial planning.
- k) CCMA will be happening in Duluth, Minn. May 29-31

4) Tasks discussed:

- a) Bob presented upcoming Community Events:
 - January 25th - Member Appreciation Day: Butterworks farm sampling from 12 to 3, open mic in the Co-OP Cafe from 2 to 4.
 - January 26th - Artist reception for Thomas Dagno 1-3. Co-OP will be closing at 6 o'clock.
 - February 5th - Senior Member Discount Day
 - February 9th- Super Bowl weekend
 - February 14th- Valentine's Day
 - Feb 15th-20th - MA school vaca week
 - Feb 15th- White Mountain Regional High School the North Country Food and Ag. Council 3rd Annual Summit at the White Mountain Regional High School

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

Our next regular board meeting will be on Monday, February 17th at 5:00pm on Zoom.

Respectfully submitted by:



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

Vanessa Robbins
Board Secretary