



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

January 22nd, 2024

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Meeting convened via Zoom at 5:00pm

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

*Directors Absent: Deb Sullivan*

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

*Guests: Carol Fredian, Tom Fredian, Jason Krapauski, Molly O'Brien*

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

- a) Tim motioned, Mitra seconded, and the board unanimously voted to approve the December Meeting Minutes and January Agenda without changes.
- b) Ed went over the B Report (Executive Constraint). Dani motioned, Sam seconded, and the board unanimously voted to approve the report as given.

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

#### *a) Financial update:*

- i) We finished 2023 with some strong sales and some new records, \$517k in sales and 7,832 customer count W/E 12-23 and \$128k daily sales record on 12/23.
- ii) Year end sales were \$18.247 million, a 6% increase over 2022.
- iii) The Coop added 666 new members in 2023, now up to 9,831.
- iv) We had positive results from our year end inventory, which resulted in a \$23k net gain for the Q4.

#### *b) Other Topics:*

- i) Welcome to Jason Krapauski from Prairie Food Co-op, he's been mentoring in the store since last Thursday.
- ii) Solarize the North Country had a successful event last Saturday. We talked with them about our potential Solar project.



- iii) Columinate will be doing an employee satisfaction survey for us in February. Details to follow.
- iv) I'll be delivering our B report this month, and our full B1 report in February instead of this month because of our late inventory. The B report is in the Board Drive.
- v) Caledonia continues to work tirelessly to complete the purchase of Walgreens by April 1st.
- vi) There are some results from a University of Wisconsin survey in regards to Cooperative Governance in the Board packet. It has some great information.
- vii) I'll be talking to NCG in support of them accepting two new members, the Wolfeboro, NH Coop and the Morrisville, Vt Coop. Both are small Coops that could benefit from membership.
- viii) We're planning some fun marketing initiatives around the April Eclipse and Earth Day.
- ix) The new NCG Coop App is now available at an App store near you.
- x) We'll be sponsoring the Concerts in the Park series again this year.
- xi) Some of our Admin Team will be visiting the Reklis Pint House Friday as a possible location for this year's Annual Coop Membership Meeting.
- xii) Our 2024 Financial Audit has begun (remotely). Gallagher Flynn will be reporting results at the April Board Meeting.
- xiii) Sign up will be opening soon for this year's CCMA in Portland, Maine on May 31st.
- xiv) We'll be sending 3 people to a Focus on Fresh Conference this summer in Minneapolis.
- xv) I'll be attending the NCG Spring Meeting in Washington, DC on April 10th.
- xvi) The NCG Board Bulletin should have been emailed directly to all Board Members.
- xvii) I shared some recent customer comments from our CX survey in the Board Drive.

### **3) Board Topics:**

- a) Mitra read the board mission and vision statement.
- b) Tim and Vanessa read the C2 (The Board's Job) board compliance topic. Reviewed and discussed.



- c) Mitra/Dani presented the board education piece about DEI and how it relates to the local community. Ed/marketing will work on a statement to release for North Country Pride Partner of the Month and pass to the board for approval.
- d) Sam presented the Treasurer report.
- e) Tim gave a Nomination Committee update. Penny and Kirsten are not running again, Deb is. There will be two open seats. Start recruiting!
- f) Board compensation topic came up again. We will table the conversation for February when Deb is at the meeting. There is information in the January Board Packet from a University of Wisconsin study.

#### 4) Tasks discussed:

- a) We will follow up on the Ends sometime March 20th via Zoom with Michael Healy.
- b) Annie will send the board the board election link.
- c) Becky's Community Events:
  - January 27th - Master gardener course in the cafe
  - February 17th - 3pm-5pm Open mic live broadcast with NCCR. Come to sing or watch!
- d) All board members- email Annie if you'd like to contribute to The Radish:  
[astuart@littletoncoop.org](mailto:astuart@littletoncoop.org)

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

The next meeting will be **via Zoom** on Monday, February 19th at 5:00pm. Zoom link to be sent out Friday prior to the meeting.

Respectfully submitted by:

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

Vanessa Robbins  
Board Secretary