



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

March 16, 2026

Meeting convened both on Zoom and in person at the AHEAD conference room @ 5:06 pm

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

Directors Absent: Deb Sullivan

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

Guest present: December Rust

1. Housekeeping & Governance:

- a) Bob motioned, Louise seconded, and the board unanimously voted to approve the February 2026 minutes.
- b) Learner went over the B-9 Emergency GM/CEO Succession report. Bob motioned, Molly seconded, and the board unanimously voted to accept the report. It was suggested that a more detailed response policy be created.

2) CEO Update:

- a) Learner spoke highly of Minnie and they are wrapping up Q4 financials. The store is ahead on sales, the cost of health insurance was over budget and there was a one time expense for the Catapult expansion.
- b) Provisions is slightly behind schedule. The website is close to being finished and the UNFI catalog is uploaded, with some fine tuning going on. The goal is to do a test launch with the board shortly.
- c) The Catapult projects are inching towards completion. The Cognition program has been purchased and work advances on the Loyaltybot program. This program allows for additional member perks such as electronic coupons. Marketing will be promoting this new action soon.
- d) Reviews are in progress.



- e) Learner has scaled back his travel plans for April.
- f) Learner is looking closely at the budget for cost saving opportunities.
- g) There were a couple of questions asked.
 - i) Q: Is there a sign up process for members using the new loyaltybot program? A: Members will need to opt in separately. Coupon redemption is all electronic and is attached to members' account numbers.
 - ii) Q: Tim asked about February finances. A: February numbers are not closed yet. Sales are currently above budget. Q1 expenditures will help reduce operating costs going forward and the store is on track to meet the budget by the end of the year.

3) Board Topics:

- a) Mitra read the board mission and vision statement.
- b) Sam read board monitoring policy D – Global Board-Management Connection and D1 – Unity of Control. Learner was asked to provide some initial feedback on the Board's performance on these policies. Learner stated he thought that so far communication was open and he would not hesitate to let the board know if any issues arise.
- c) Charise updated the board on the progress of the board administrator position. We are currently working with HR on the job description. A list of tasks has been created. The position will be an operational one with posting being done in house first.
- d) Molly updated the board on the BPR Committee. Currently she has worked to replace the term GM with CEO and noting discrepancies of missed policies on the annual calendar. Molly recommends adding a 'last monitored' date to each policy. There is a working document on the board drive. Molly stated that although this is a one time project now, it should become a living document undergoing a stronger monthly process of review. It was suggested that the new board administrator position might be able to help. Molly invited other directors to join her committee.
- e) Mitra updated the board on the EBIA committee. The committee is reviewing the language in the current statement to make sure it still reflects our values. The website is being updated to the term EBIA. The committee is working with Learner on a customer survey, to be implemented the first week of April. The survey will be tailored to our co-op and will be available electronically and on paper with the use of a QR code. The direction



the committee takes will be based on the feedback of this survey. Learner showed the board an example of the survey. Additional working documents are available in the EBIA committee folder.

- f) Charise updated the board on the progress of the Annual meeting. Charise stated that there was a framework in place and a draft agenda created. Charise stated they were aware of some deadlines and she hoped to have more details nailed down when she returns to Littleton on March 17th.

4) Tasks discussed:

- a) Bob spoke about the many upcoming events at the Coop. For a full list, please visit our website.
- b) Louise has asked Learner to speak about cooperation to her school's first grade class.
- c) There was discussion about the need for a director's meeting the same month as the annual meeting. It was noted that the monitoring reports would need to be moved if there are any date changes.

Bob motioned, Mitra seconded, and the board voted unanimously to adjourn the meeting at 6:14 pm. The Board went into Executive Session.

The next board meeting will be both on Zoom and in person at the AHEAD conference room, April 27 2026 @ **4:00pm**. This meeting includes the annual audit presentation.

Respectfully submitted by:

Charise Baker
Board Secretary