



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

March 18th, 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, Kirsten Scobie, Sam Brown, Tim Healey.*

*Directors Absent: n/a*

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

*Guests: Brandon Millet, Molly O'Brien, Derek Rust, Kim Warren.*

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

- a) Mitra motioned, Penny seconded, and the board unanimously voted to approve the February Meeting Minutes and March Agenda without changes.
- b) Ed went over the B9 Report (Emergency GM Succession). Tim motioned, Vanessa seconded, and the board unanimously voted to approve the report as given.
- c) Dani motioned, Vanessa seconded, and the board unanimously voted to approve the board nominations slate.

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

a) *Financial update:*

i) February Financial Results:

- Sales: \$1,425,724 = \$10k over budget
- YTD Sales: \$15k below budget
- Margin: 0.9 points over budget
- Labor: 2.0 points below budget
- Net income: \$51,832 = \$51,500 over budget
- YTD income: \$91,500 = \$71,700 over budget

b) *Other Topics:*



- i) The Coop experienced an internet outage on Friday 3/15 for about 8 hours. The POS stayed online throughout but productivity throughout the store was impacted. Shaws was unable to process CC payments.
- ii) I've attended ongoing Caledonia meetings leading up to their closing on the Walgreens purchase on or before April 10th. We'll be able to keep our funds in our NCBA account which pays a much better interest rate than NHCLF.
- iii) We'll be securing a \$300k mortgage for 18 months (not 24) and we'll have third position on any CFC assets.
- iv) Sarah Dahl from Columinate performed an Employee Survey in the last month (located in the March packet). The results are overwhelmingly positive and are among the highest in the Coop peer groups. We also showed improvement across the board over our last survey. Some issues identified revolve around communication and pay scale.
- v) Sales have been soft so far in March, in part because of the unseasonably warm weather impacting winter sports.
- vi) We are in the process of shopping our business insurance with other carriers. Guard Insurance will likely not be our insurer starting in May.
- vii) Our Financial Audit is proceeding as scheduled with Gallagher Flynn. They will be presenting in person at the April 22nd Board Meeting. Does 4:00 at the AHEAD Boardroom work for everyone?
- viii) Thanks to the Nomination Committee and Marketing for attracting a great slate of candidates for this year's election! Candidate night is 4/18 and the election begins 4/27.
- ix) The NFCA Annual Meeting was this past Saturday, does Dani have any feedback?
- x) I'll be attending the NCG Spring Meeting on April 8th in Washington DC.
- xi) Our Annual Membership Meeting is scheduled for May 2nd at the Rocks.
- xii) CCMA's Annual Meeting starts May 31st in Portland Maine. Early Bird Registration ends on Apr 12, 2024, the price takes a jump after that.
- xiii) The Ends discussion is planned for Wednesday at 5:00 via zoom. There is some homework.



- xiv) We've been working on converting to the NCG Livable wage model (copy of the template in your packet). After 2024 updates the livable wage for this region is \$17.72 an hour. We're planning on getting to that level in 2 phases. First in April we'll be raising our starting pay to \$16.72 and then \$17.72 an hour in October. We'll use what is called a "Wage Compression Formula" to adjust all of our employees' pay to compensate for this increase to our starting pay.

### 3) Board Topics:

- a) Kirsten read the board mission and vision statement.
- b) Dani gave a summary for the co-op conference she attended.
- c) Deb, Sam, Tim, and Mitra read the C4 (Board Meetings) board compliance topic. Reviewed and discussed.
- d) Kirsten presented a board education piece.
- e) Sam gave a treasurer's report.
- f) Sam, Tim, and Penny gave a Nomination Committee update. Candidates are strong this year!
- g) Vanessa gave an Annual Meeting Committee update. Things are rolling along smoothly! We will need the whole board for a rehearsal at the April board meeting.
- h) Cooperator of the Year award nominations nominated and discussed.

### 4) Tasks discussed:

- a) Wednesday March 20th at 5pm Ends Revision meeting via Zoom with Michael Healy. Please review materials in the drive prior to this meeting.
- b) Becky's Community Events:
  - 3/26- Northern Human Services Nutrition on Zoom with Deb Sullivan- Avocado dishes
  - 3/27 - Darkness in Daytime at 6pm
  - 3/30 - Gardening in changing climate with master gardeners
  - 4/6- Artist reception Josh Dorsett
- c) All board members- email Annie if you'd like to contribute to The Radish: [astuart@littletoncoop.org](mailto:astuart@littletoncoop.org)
- d) Meet the candidate event will be held April 18th. More details to come!
- e) Retreat date and theme TBD. Ed recommended looking at our GM transition as he plans for retirement.



Kirsten motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 6:22pm.

The next meeting will be in person at the AHEAD conference room on Monday, April 22nd at **4:00pm** (early for the Audit report) and we will do a rehearsal for the Annual Meeting in lieu of some board agenda items as well.

Respectfully submitted by:

A handwritten signature in grey ink, appearing to read "Vanessa Robbins", is written over a light grey horizontal line.

Vanessa Robbins  
Board Secretary