



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

May 19, 2025

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Meeting convened on Zoom @ 5:03 pm

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

*Directors Absent: Vanessa Robbins*

*Staff Members Present: Ed King, Chris Whiton, Brian Labonte, Becky Colpitts, Anastasia Mahr, Travis Branchi, and an attendant named "Money".*

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

- a) Sam motioned, Mitra seconded, and the board unanimously voted to approve the April minutes.
- b) Ed went over the B1 – Financial Condition and Activities report. Deb motioned, Bob seconded, and the board unanimously voted to accept the report.
- c) Deb presented the following slate of board officers for the upcoming year: President: Deb, Vice President: Sam, Treasurer: Tim, Secretary: Charise. Charise motioned, Bob seconded and the board voted unanimously to accept the slate of officers as presented.
- d) Deb read a letter of resignation received from Vanessa. The board greatly appreciates all the years of service that Vanessa gave to the Co-op. Deb referred to Article 4 of the bylaws reviewing the protocol for replacing directors. Tim stated that in the past, the board would reach out to previous candidates to see if they were interested. Tim motioned that Travis Branchi fill the seat left vacant by Vanessa. The motion was seconded by Molly and the board voted unanimously to add Travis to the board. Travis will serve for one year, the time remaining on Vanessa's term.

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

- a) *Financials:* The B1 report covered Q1 finances. Highlights include:
  - i) YTD growth above budget



- ii) Net income is above budget for Q1 but will be offset by expenses that were moved to the second quarter, such as the cost of the annual meeting and auditors fees. These variances were a result of timing between expected and actual costs.
- iii) The Co-op added 241 new members during the first quarter.

*b) Other Topics:*

- i) Thanks to everyone who helped with the Annual Meeting, I thought it went very well. Going forward we plan on overbooking the event by 25-30%.
- ii) The B1 Report outlines a very successful start to 2025. However there were a number of expenses that hit in April including taxes, Annual Meeting, CCMA, Self Insurance, Audit expenses and more which gives back many of the gains over budget.
- iii) There were a couple of minor customer accidents in the last couple of months. We shouldn't have any liability but they were documented.
- iv) The Coop was notified about a possible copyright violation lawsuit because of a picture we used in our newsletter in 2022. We consulted our attorney and responded requesting more details and have not heard back. This may just disappear?
- v) We're co hosting a movie at The Colonial Thursday 5/22 with Taproot.
- vi) I'm going to a DEI training in Burlington at City Market this Saturday. Last chance if any Board Members are interested in attending.
- vii) The Board Orientation has been rescheduled to 5/27.
- viii) We're working with a Southern Farmers Coop to purchase watermelons this summer, details aren't finalized yet.
- ix) We're doing our summer all-staff meeting June 18 (AM) & 19th (PM) if any Board Members are interested in attending.
- x) We are aligning our financial Chart of Accounts with NCG , there will be a change in that sales will be reported before discounts, we currently report them after discounts. Ed stated that discounts vary in the range of 1.1% - 1.8%. The board will be notified when this change happens.
- xi) Caledonia Food Coop continues its fundraising efforts and planning, and expects to open in the summer of 2026.



- xii) We have signed a new MOU with the NH Food Bank for our Market Match funding. There is a cap of \$40k which would leave a \$20-30k shortfall for the year. We are planning on making Market Match our January POM replacing the Community Fund for 2026. We could receive matching funds for money raised. There was discussion about monthly averages that POMs receive (@\$5-6K). It was noted that larger amounts of electronic payments have a negative impact on rounding up.
- xiii) We are now operating with our Summer hours, staying open until 9:00. Service departments will stay open until 7:00.
- xiv) I sent the Board an article about Canadian tourism (down 42% in April) which could have a significant impact on our tourism business this year
- xv) Dawn our HR Manager will be stepping back to two days a week this summer, still keeping some high level clearly defined responsibilities.
- xvi) We've expanded our cold NA Beer offerings, this may be the fastest growing category in the store.

### 3) Board Topics:

- a) Deb, Tim, Molly and Bob read board monitoring policy C5 - Directors' Code of Conduct.
- b) Mitra read the board mission and vision statement.
- c) Charise updated the board on the committee's progress. The committee met on 05/07. The highlights of that meeting include final edits to the job description, use of the key requirement matrix during the interview process, and a rough draft of the compensation package. The committee also touched base on the possible expenses such as travel, and various ways of employee engagement.
- d) The GMSC has a meeting scheduled for Tuesday 05/20 with Melanie and Brett Myers, the recruiter hired by the committee. The committee will work on finalizing the compensation package. Once the compensation package is finalized, it will be sent to all eligible directors for a vote. Board directors will also vote on the final job description. These votes for document approval will most likely be via email.
- e) Charise discussed having a separate Zoom account for the GMSC. As the committee moves toward candidate conversations and interviews, having a separate account would provide candidates with a higher level of security. The email [gmsc@littletoncoop.org](mailto:gmsc@littletoncoop.org) was



created to help establish this account. The cost would be @\$100 for six months. Bob motion, Mitra seconded and the board voted unanimously to spend the funds. Charise will work with Minnie on this. It was mentioned that this new email account would be a great way for employees to contact the committee directly.

- f) Mitra wrapped up the annual meeting. Next year there are plans to overbook the event to compensate for no-shows. It was noted that there was nice weather, school spring breaks and a conflicting event. All felt the arrangements worked well, with much better traffic flow. Feedback included positive comments about the quantity and quality of food. Many thanks to Mitra, Vanessa and the Marketing department for a job well done.
- g) Bob reminded the board that if any directors would like to update their photo or bios, please contact marketing no later than June 1st.
- h) There are two possible dates for the September retreat, September 13 or 20. All directors were requested to respond to Deb with their preferred date. Location options include the conference room at the Rocks and Deb or Ed's house. Deb will look at the cost and availability of the conference room. All directors were encouraged to think of topics for the retreat. Suggestions included conflict resolution and updated the timeline displayed in the loft.
- i) Ed authorized the purchase of some swag swap items for Molly and Charise to take to the CCMA conference.

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

- a) Becky updated the board on some upcoming events to include attending the New Hampshire Alliance statewide gathering in Loudon, the showing of the film "Gather" at the Colonial on Thursday in partnership with ACT and Taproot. Local appetizers will be served including fresh fiddleheads Heart Sung Farm in Groveton.
- b) Sunday, May 25 will feature Cory, our assistant front end manager, cooking crepes in the Co-op kitchen.
- c) Thursday, June 5th is the next senior discount day.
- d) Saturday, June 7th will feature our deli manager Allison, making spring rolls in the Co-op kitchen



- e) Saturday, June 14th is the next member appreciation day. It is also the meet and greet event for Doug Grella, the artist displayed in the Cafe art gallery..

Bob motioned, Charise seconded, and the board voted unanimously to adjourn the meeting at 6:28pm

The next board meeting will be held via Zoom only on June 16th @ 5:00pm

The board moved into Executive Session.

Respectfully submitted by:

Charise Baker

Board Secretary