



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

May 20th, 2024

Meeting convened on Zoom at 5:00pm

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

Directors Absent: Jim White

Staff Members Present: Ed King, Chris Whiton, Anastasia Maher.

Guests:

1. Housekeeping & Governance:

- a) Sam motioned, Tim seconded, and the board unanimously voted to approve the April Meeting Minutes and May Agenda without changes.
- b) Welcome to new board members, Molly and Bob! Congrats to Deb on her re-election!
- c) Ed went over the B1 Q1 Financials Report. Vanessa motioned, Molly seconded, and the board unanimously voted to approve the report as given.
- d) The board unanimously voted to donate to the NoCo Mural Project community mural painting at First Fridays.
- e) motioned, seconded, and the board unanimously voted board officers in as follows:
President: Deb, VP: Tim, Treasurer: Sam, Secretary: Vanessa.

2) General Manager's Report:

- a) *Financial update:*
 - i) The Q1 results are in the B1 report. April sales were up \$96k over last year.
 - ii) YTD sales are up 5.6%, and April was \$63k over budget.
- b) *Other Topics:*
 - i) Welcome to the new Board Members, we had our Board Orientation last Tuesday. We had a record turnout in the election, 803 Members voted.
 - ii) I think the Annual Meeting went well, thank you to all that worked to make it all happen.



- iii) We'll be sending 3 people to CCMA this year, and we'll report out at the June meeting.
- iv) Becky and I attended an Annual NH Food Alliance event in Plymouth on Friday.
- v) We received our annual patronage from NCG, \$18,000 with a portion retained.
- vi) I'll be attending the AGNE annual meeting in June where we'll receive a patronage check, the amount TBD.
- vii) We signed a 1 year contract for propane, locking in a price of \$1.65/ gallon.
- viii) Some NCG Next Level initiatives involve creating some "Community Standards" and a unified Chart of Accounts.
- ix) I'll be working with our NCG Small Working Group this summer comparing business plans in Brattleboro. I would like to set up a Finance Committee meeting for June to update our 5 year plan.
- x) TRG wants to do a presentation to the Board in August regarding a self insurance option that they are offering. We'll try to keep it brief.
- xi) Androscoggin Food Coop has hired Bonnie Hudspeth as a consultant to help energize their organizational efforts. They also have the option on the downtown lot that we looked at a few years ago.
- xii) The Presby's are renovating the former Big Pappas and expanding their offerings and days of operation. This could have a small impact on our sales.
- xiii) We've done a comprehensive review of our 401k investment options, dropping a few funds that are underperforming and adding some better options.
- xiv) We're exploring the possibility of co-hosting an Eat Local event off site this August.
- xv) Do we want to sponsor the refresh of the downtown Littleton Mural?
- xvi) We had a good turnout at our 15th Anniversary event, I hope you all got a cupcake!
- xvii) Our Annual Report is available on the homepage of our website if you haven't had a chance to check it out.
- xviii) Tellman Hill Farms in Whitefield received a USDA Grant for food processing. We wrote a letter of support for their application.
- xix) New Hampshire Community Loan Fund and some other Industry Investors will be visiting the Coop & Bent Fork Farm June 13th on a fact finding mission.



3) Board Topics:

- a) Tim read the board mission and vision statement.
- b) The Annual Meeting Committee gave a re-cap post meeting.
- c) Dani read the C6 (Officers Roles) board compliance topic. Reviewed and discussed.
- d) Ends Policy meeting TBD

4) Tasks discussed:

- a) Becky's Community Events:
 - Discovery Hours on Monday, June 10th from 5:30-6:30pm B&G Club in Lisbon.
 - Colonial showing of Common Ground this Thursday 23rd, 7:30pm.
 - 5/29 kids story time in the Co-op cafe.
- b) All board members- email Annie if you'd like to contribute to The Radish:
astuart@littletoncoop.org
- c) Sign up for standing committees using the spreadsheet in the drive.
- d) Update your board contact info! Document is in the drive.
- e) Retreat date and theme TBD. Thinking about 9/21. Ed recommended looking at our GM transition as he plans for retirement.
- f) Columinate 101 on July 20 On Line Keene in person October 19.

Dani motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 6:30pm.

The next regular meeting will be in person at the Co-op on Monday, June 17th at 5:00pm.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Vanessa Robbins".

Vanessa Robbins
Board Secretary