



Littleton Consumer Cooperative Society

Board of Directors

Meeting Minutes: Regular Board Meeting

November 13th, 2023

Meeting convened via Zoom at 5:00pm

Directors Present: Deb Sullivan, Tim Healey, Penny Keeler, Vanessa Robbins, Dani Shaw, Jim White, Kirsten Scobie.

Directors Absent: Sam Brown, Mitra Karimian

Staff Members Present: Ed King, Chris Whiton, Minnie Cushing, Becky Colpitts

Guests: None

1. Housekeeping & Governance:

- a) Tim motioned, Kirsten seconded, and the board unanimously voted to approve the October Meeting Minutes without changes.
- b) Deb motioned, Vanessa seconded, and the board unanimously voted to approve the 2024 Budget without changes.
- c) Tim motioned, Dani seconded, and the board unanimously voted to approve the Deferred Compensation Option.
- d) Ed went over the B6 (Staff Treatment and Compensation) Board Policy. Dani motioned, Kirsten seconded, and the board unanimously voted to approve the report as given. A detailed report will be presented by Columinate in April when it is completed (there is one completed every few years).
- e) Ed went over the B1 (Financial Condition) Board Policy tabled from the last meeting. Dani motioned, Kirsten seconded, and the board unanimously voted to approve the report as given.

2) General Manager's Report:

- a) *Financial update:*
 - i) October sales were \$90k over budget and \$106k over last year.
 - ii) Our Workmen's Comp Insurance dropped by \$20 from last year.
 - iii) The 2024 budget forecasts \$18.7 million in sales (4.2% increase) and a net income of \$236k.



iv) The Finance Committee met to review and discuss the budget details.

b) Other Topics:

- i) We'll be exploring a self funded health insurance plan for 2025.
- ii) I have requested that a Deferred Compensation Option be made available to me and the Senior Management. This will not increase my compensation.
- iii) We're exploring switching our Credit Card contract to a UNFI program.
- iv) We held a successful NCF&AG meeting last week.
- v) Caledonia had an encouraging meeting with funders last week.
- vi) We have agreed to host a GM from the Prairie Food Co-op in January to job shadow with me and the management team. They might attend a Board Meeting.
- vii) We finally have a meeting planned for Monday with the town to discuss sidewalk and crosswalk improvements for 2024.
- viii) I hope everyone can attend the event at the Inkwell on Friday!
- ix) Former Board Member Tim Wennrich has won the Littleton Area Business Leader of the Year Award. It will be awarded on 11/20 at the Littleton Opera House.
- x) We gave away 600 food boxes to local Pantries last week.
- xi) The pavilion is filled up ready for the Holidays.
- xii) Our Annual One Day Wine & Cheese Discount Day is happening this Wednesday November 15th.
- xiii) Saturday December 9th is our Holiday Fest Event with Sampling and Entertainment

3) Board Topics:

- a) Vanessa read the board mission and vision statement.
- b) Deb, Vanessa, Tim, and Jim read the D4 (Evaluating GM Performance) board compliance topic. Reviewed and discussed.
- c) We will continue reviewing board policy monitoring in 2024.
- d) Dani went over DEI B meeting takeaways.
- e) Deb discussed BOD "Holiday Act of Kindness"
- f) Deb discussed standing committees, 2024 nomination, and Bylaws review with Michael Healy.



4) Tasks discussed:

- a) All board members- email Annie if you'd like to contribute to The Radish:
astuart@littletoncoop.org
- b) All board members- take a look at the board standing committee assignments and let Deb know if there needs to be any changes.
- c) We will follow up on the Ends sometime in February with Michael Healy. Date TBD- check your calendars.
- d) Co-op Soiree with BOD and management on Friday, November 17th.
- e) Sam will present the board budget at the December Board Meeting.
- f) Ed will put together a plan for the approved Deferred Compensation Option and present it to the board at the December board meeting.
- g) Prairie Food Co-op members will be joining our December board meeting.
- h) There will be an interim vote about the new sidewalk map plan once it is finalized.

Dani motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 6:35 pm.

The next meeting will be **via Zoom** on Monday, December 11th (early due to holiday) at 5:00pm. Zoom link to be sent out Friday prior to the meeting.

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