



## **Littleton Consumer Cooperative Society**

Board of Directors

Meeting Minutes: Regular Board Meeting

June 16, 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, Travis Brenchi, Louise Erskine and Charise Baker.*

*Directors Absent: N/A*

*Guests: Dani Shaw*

*Staff Members Present: Ed King, Chris Whiton, Ashley Wallingford, Brian Labonte, Becky Colpitts, Corey Shaink, and Customer Service Desk*

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

- a) Sam motioned, Mitra seconded, and the board unanimously voted to approve the May minutes.
- b) Ed went over the B-Global Executive Constraint report. Ed reported on the main agencies that have oversight of the Co-op including the USDA, FDA. Local Health Department, Weights and Measures, State and Federal Labor Departments, OSHA, and several others. There was a question about allowing dogs in shopping carts. Ed stated that this issue is addressed on a one to one basis. Dogs are not allowed in shopping carts for sanitary reasons. Mitra motioned, Bob seconded, and the board unanimously voted to accept the report.
- c) Let the minutes reflect a board vote conducted via email on 05/21 concerning the GM Job Description. Deb motioned, Travis seconded and the board voted to approve the description as presented.
- d) Let the minutes reflect a board vote conducted via email on 05/22 concerning the GM Compensation Package. Deb motioned, Charise seconded and all eligible board directors voted to approve the Compensation Package as presented.

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



*a) Financials:*

Ed reported that sales remain sluggish, with only slight increases over last year. Vendors are reporting that retail sales are down slightly in town overall.

*b) Other Topics:*

- i) UNFI has developed some workarounds for their ongoing technology issues. I wouldn't call things normal, it will take time for the supply chain to recover. Ed stated that Monday's load was larger. Louise asked Ed if the Co-op had a risk register. Louise said a risk register helps identify where current risks are. Ed asked Louise to send specifics and would look at integrating into the insurance review. Ed stated that NCG is reviewing the incident and the impact it had.
- ii) We were able to find alternative sourcing for some of the UNFI items, but it did show how reliant we are on them for so many different products.
- iii) Kehe, our secondary supplier of natural foods, wasn't able to help out much for a variety of reasons, mostly transportation constraints.
- iv) AGNE was able to fill more needs than Kehe, however they have a limited variety of products in the natural food category.
- v) I'll be attending AGNE's annual meeting on Tuesday, we're expecting a significant patronage rebate this year.
- vi) Our Allstaff meeting is scheduled for this Wednesday and Thursday, Board members are welcome to attend. Deb will be speaking at the meeting on Wednesday morning and Charise will be speaking at the Thursday evening meeting.
- vii) The Coop will have at least one car riding in the Pride Parade this Saturday. Ask Bob for more information.
- viii) We'll be sending 5 Coop staff to two NCG conferences this summer, Focus on Fresh and Convergence. They'll receive updates on NCG programs and participate in peer to peer training. This is an opportunity for professional development
- ix) We replaced a section of countertop in our Cafe area with some more appropriate materials.



- x) Our abutter has decided not to sell us a strip of land to the north of our property. We will go forward with the variance process. This variance would allow for encroachment on the set back. Ed stated that the abutter was against any new expansions.
- xi) We'll be doing our Q2 inventory on 6/27 with a team from WIS.
- xii) We conducted a Committee review of our 401k offerings with TRG last week. Chris has been added as a Trustee, are any Board Members interested? We'll be making minor changes to our investment offerings in July. A new change has started which allows the Co-op matching funds to be applied to student loan debts. Moving funds to safer options is being discussed. Tim stated he would like to attend the meetings.

### **3) Board Topics:**

- a) Deb read board monitoring policy C3- Agenda Planning. Deb asked to be contacted by any board member who would like to add to the agenda prior to the meeting.
- b) Louise read the board mission and vision statement.
- c) Molly updated the board on the GM search. The GMSC is working with Melanie and Brett, our recruiter. The job posting went live on 05/27. To date we have received @ 42 applicants. Brett is conducting screenings of applications to remove those who are obviously not qualified. Any applicant with Co-op experience will be included. The number of candidates who passed the initial screening is @ 10. Brett is updating the committee weekly. The next GMSC meeting is scheduled for 06/26. Ed added the GM Hiring Process/Timeline document to the board drive in the June meeting materials file.
- d) Molly and Charise talked of their trip to the CCMA conference in Duluth. Molly's tour took her to a Native American farm where they showed their work with bison, horses, wild rice and other customs of the Native Lakes region. Charise's tour focused on urban farming. Two sites were visited, each working to help feed their local communities. They both offer programs to help teach their communities about growing food. Both Molly and Charise attended a workshop about embracing change. They felt that the exercise they did at that session might be a possible topic for the



board retreat. Recommendations from workshops included the website [smallbusinessrising.net](http://smallbusinessrising.net) and a book named 13 Ways to Kill Your Community.

- e) Deb asked board directors to look at the Standing Committee Spreadsheet located in the Committee Charter folder in the board drive. Deb would like to have the DEI committee become active again.
- f) Deb, Molly and Mitra worked on updating the Ends policy. The entire policy register is 10 years old. It is felt that the board would benefit by having a total review and update of the policy register.
- g) The annual retreat is scheduled for Saturday, September 20th. The meeting location is the upper level conference room at the Rocks Estate.

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

- a) Travis updated the board on the many upcoming events at the Co-op between today and early July. Visit [www.littletoncoop.com/events](http://www.littletoncoop.com/events) for the full list.

Travis motioned, Tim seconded, and the board voted unanimously to adjourn the meeting at 6:09pm

The next board meeting will be held on July 21st @ 5:00pm. Deb spoke about the possibility of an in person meeting. Deb will reach out to board directors to see if it is feasible.

Respectfully submitted by:

Charise Baker  
Board Secretary