

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting, December 5th, 2016

Meeting convened at the AHEAD Conference Room @ 4:05 pm.

Members Present: Patricia O'Brien, Tim Wennrich, Tom Southworth, Charise Baker, Marni Hoyle, Charlie Wolcott and Marcie Hornick

Staff Present: Ed King, Chris Whiton, Minnie Cushing, Melissa Bridges, Rodney Mitton and Kristina Zontini

Agenda Items

1. Housekeeping & Governance:

- a. Tim motioned and Tom seconded to accept the September minutes. This motion passed unanimously.
- b. Charise motioned and Marni seconded to accept the October minutes. This motion passed unanimously.
- c. Marcie motioned and Charise seconded to accept the 2017 Budget as presented. This motion passed unanimously.
- d. Tom motioned and Marnie seconded to accept the revised third quarter financials as presented. This motion passed unanimously. These financials were signed by Marcie – Treasurer.

2. General Manager's Report:

Project Update:

- a. There was a construction meeting on November 22nd. Ed will send the minutes. The next scheduled meeting is December 6th. If you would like a tour of the sight, you can do so after this meeting
- b. Upstairs layout was adjusted and the railing chosen.
- c. The sidewalk construction will need to be tented to allow for the cement to be poured.
- d. Change orders that resulted in extra cost include updates to current fire suppression system, door recycling, bulk area, office area. Savings will be realized with changes in propane and an agreement with Waste Management.
- e. Still working with Decorworks on signage, the first coat of paving was done and is functional, the receiving bumper will need to be extended, and lighting is scheduled for this month.
- f. The draw schedule has been updated. Break through to the new building is planned for the second week in January. Currently a week behind schedule with a tentative completion date of the first week in March.

2017 Budget Review:

- g. Sales are projected at \$11,242,000 for the year. A 10% increase. This is a difficult budget with many unknowns.
- h. Margins remained fairly flat, but we should be able to reduce pricing.
- i. Labor is up slightly, mostly due to project related costs in Q1.
- j. Advertising is up significantly to over \$97,000. A TV commercial is still being considered. There will be significant Grand Opening promotions.
- k. We have not budgeted any federal taxes or patronage rebates. There are carry over losses that will offset.
- l. We plan on inventory climbing \$200,000 and A/P to be up \$75k.
- m. Net income is budgeted at \$93k for 2017.
- n. Cash remains solid throughout the year, increasing by \$181k.

- o. Starting cash is likely to be higher than stated; \$300k is a plug in.
- p. Construction and equipment expenditures are segregated from this budget.

Other Items:

- a. There will be Management bonuses in December (down slightly from last year) and employee Holiday bonuses.
- b. Shaw's and Price Chopper merger should not impact us in the short term.
- c. Holiday sales should be a record due to the way Christmas falls. (\$279k).
- d. January 7th there is a CDS CBLD workshop in Keene.
- e. Store inventory is January 8th.
- f. NFCA Annual Meeting is March 18th in Brattleboro.
- g. Co-op Annual Meeting would be last week of April that conflicts with the NCG Spring meeting.
- h. Ed reviewed the Littleton Food Co-op and Board Education and Support.

3. Board Issues:

- a. Charise motioned and Marcie seconded a motion to allow Ed to apply for a \$1000 grant from NCG to be used towards an employee satisfaction survey, pending a cost quote from CDS. This survey would be conducted sometime the summer of 2017. This motion passed unanimously.
- b. The Board has added a potential customer satisfaction survey sponsored by NCG to its board outreach calendar for June 2017.
- c. Board reviewed sections B-6, B-7 and B-8 of the Governance Policy.
- d. The Board reviewed and made updates to the 2017-2018 Board calendar. Charise will make those updates and resend the finalized copy to all board members.
- e. The general board email received a message from another co-op. They asked for information on how we communicated our financial information to our membership. Trish and Ed will follow up with a phone call.
- f. Melissa provided the board with a staff report. Discussion was held about the turnover rate and potential new positions with the expansion.
- g. A Nominating Committee was formed. Marnie will be chair with support from Tom and Charlie. All Board members are encouraged to recruit. Charise will create and send a charter for this committee. Four Board members are up for re-election. Those members are Trish, Tim, Marcie and Charise. There are three 3 year and one 1 year terms available.
- h. A late suggestion was to add discussion of meeting days and times to the agenda for the next meeting.

4. Marketing:

- a. It was suggested that upcoming Board meeting dates be added to the weekly Scoop email to encourage members to attend.
- b. Kristina handed out the results from the SWOT exercise.
- c. The new edition of the Radish was distributed.
- d. Kristina will send out emails for the next marketing meeting, to be held in January.

Charise motioned and Marcie seconded to adjourn the meeting at 6:08 pm. This motion passed unanimously.

The next scheduled meeting is January 23rd at the AHEAD conference room to begin at 4:00 pm.

Respectfully submitted by:
Charise Baker, Secretary