

**Littleton Consumer Cooperative Society**  
**Board of Directors**  
**Meeting Minutes: Regular Board Meeting, June 20, 2016**

**Meeting convened at the AHEAD Conference Room @ 4:03 pm.**

**Members Present:** Patricia O'Brien, Marni Hoyle, Tom Southworth, Chad Proulx, Charlie Wolcott, Mark Hollenbach, and Tim Wennrich.

**Staff Present:** Ed King, Chris Whiton, Minnie Cushing, Melissa Bridges, Mikaela Allen, and Kristina Zontini

**Guests Present:** Charise Baker and Neil Cannon

**Agenda Items**

**1. Housekeeping & Governance:**

- a. Marni motioned and Mark seconded to accept the May 2016 minutes as presented. The May minutes were accepted with a unanimous vote.
- b. Melissa presented four requests for share transfers and redemptions for approval. All were approved and Patricia signed them.

**2. General Manager's Report:**

- a. Neil Cannon has been hired by the Coop as a consultant for the NMTC process. Neil stated that he has had a great meeting with the secondary lenders for the expansion. Neil distributed a hand-out titled Budget Option E which helped clarify the NMTC process. Once positive votes are received from all three sub-lenders, the Coop will break ground. It is hoped that will be within the next 30 days. It will take two to three months to finalize and close on the NMTC.
- b. Sales for May were \$969, which was \$8k below budget. The Coop is still above budget YTD by \$4k. This close number reflects a realistic budget. Going forward, all numbers will be apples to apples, as the Catapult system is now one year old. Preliminary numbers for May shows net income at \$32k, raising the YTD net income to almost \$50k.
- c. A pre-construction meeting has been rescheduled from June 21<sup>st</sup> to July 5<sup>th</sup>. Time is still 2:00 pm and the location is still at the finance office.
- d. Ed and Mark will look for a staff member to help decide which non-profit organization will receive the first Community Fund Award. That donation amount will be \$202.00 and will be made in July.
- e. Bobbi-Sue Baker has been hired as the new Deli/Prepared Foods Manager. Bobbi-Sue is the former Food and Beverage Manager at the Mountain View Grand.
- f. A brand refresh will be worked on over the next six months. This brand refresh will be a topic for the Board at the retreat scheduled for Saturday August 6<sup>th</sup>. Location for the retreat is Ed's house with a scheduled start time of 11:00 am.
- g. Ed will be meeting with a décor package firm on Wednesday June 29<sup>th</sup> at 10:00 at the Coop. The purpose of this meeting is to look at options for new signage within the store. This is an informative only meeting and no decision will be made at that time. All Board members are invited to attend. The meeting is expected to last approximately one hour. One aspect to be looked at will be better 'local' signage.
- h. Ed reports compliance with the June section of the GM Monitoring calendar. This section discussed the Littleton Food Co-op Ends Policy. One area noted as a struggle issue is customer education and it was felt that this will be improved once the construction is complete and there is better space allotted for this end. Chad motioned and Charlie seconded to accept the June GM Monitoring as

presented. This passed with a unanimous vote. It was noted that the May GM Monitoring vote was missed at the last meeting. Chad motioned and Marni seconded to accept the May GM Monitoring report. This motion passed unanimously.

- i. Ed provided the Board with a handout concerning the projection of economic impact of the expansion.

### **3. Board Issues:**

- a. Minnie provided the Board with an update on the Member Loan process. The deadline for Member Loans has been extended to July 1<sup>st</sup>. This is a hard deadline and Member Loans will no longer be solicited after that date. To date \$572,000 has been raised via Member Loans, just shy of the \$600,000 goal. Average interest is currently 3.83%. Promissory notes for the June 1<sup>st</sup> closing will be mailed this week. An updated prospectus with the July closing date is now available on the Coop website.
- b. Minnie provided the Board with the 2015 tax return. Minnie spent time reconciling the return against the bookkeeping and recommends that it be accepted as presented. Trish signed the 2015 Tax return as presented.
- c. The employee appreciation event has been scheduled for Tuesday July 12<sup>th</sup> from 3-6 pm. This date allows the event to be held on the side yard at the Coop prior to the onset of construction. Chad will lead the organization of the event with help from Trish, Mark, Tim and Charise. Trish will line up the tent at Abbot's. Tim will review the notes from 2015 available on the Board email and will assign tasks from there.
- d. Due to time constraints, all Board members are to review the Pillars of Success on the 2016 BOD Calendar as homework.
- e. Conflict of Interest forms, which are to be filled out annually, will be presented at the July meeting.
- f. Charlie spoke about the rise of childhood obesity over the last 40 years and has tasked the Board and Staff to think of ways to address this issue. Several ideas that emerged were more educational events (which will be easier to hold after construction is complete), articles in the Radish and having the deli feature recipes from the Coop flyer that customers can try then recreate at home.
- g. Charlie has expressed desire to serve on Board Committees. Trish will bring an updated list of current Committees to the July meeting.
- h. It with great regret that the Board accepted the resignation of Tom Southworth. Tom is leaving the Board so he can serve as a construction liaison for Ed during the expansion. Tom submitted his resignation to Trish in writing. Marni motioned and Chad seconded to accept this resignation. This motion passed unanimously.
- i. Chad motioned and Tim seconded to appoint Charise Baker as interim Board Member to replace Tom. This appointment passed unanimously.
- j. Marni motioned and Tim seconded to appoint Charise as Secretary. This motion passed unanimously.

### **4. Marketing Update and Upcoming Dates:**

- a. Thanks to Kristina for the excellent job on her first edition of The Radish. Thanks to all the Board members who contributed to this edition. Since there were extra copies of the Spring edition, less copies were ordered for the Summer edition. This did lower the cost just a little. Kristina will monitor to see if additional copies will be needed. Planning for the Fall edition has begun and the first content meeting is scheduled for Wednesday July 13<sup>th</sup> from 5-6 pm. This meeting will take place at the finance office.

- b. The Fall newsletter meeting will be followed by a Marketing Committee meeting from 6-7 pm. Kristina will send out an agenda.
- c. The Lobster sale held the previous weekend was successful. Lobsters were \$5.99 lb. and sold out Saturday around 6:30 pm. Lobsterpolooza is tentatively scheduled for July 23.
- d. Kristina has created a Google Coop calendar. You can find this calendar at [littletoncoop.com/calendar](http://littletoncoop.com/calendar). Kristina recommended linking this calendar to your own Google account or bookmarking it on your Web browser.
- e. August is Eat Local Month and plans include a Local Fest tentatively scheduled for August 13<sup>th</sup>, better signage for local items, and to work with Eat Local New Hampshire and Keep Growing for a potluck dinner to be held outside of the store.
- f. There are all staff meetings scheduled this week.
- g. Future dates include:
  - 1. Employee Appreciation Dinner 7/12, 3-6 pm
  - 2. Annual Board Retreat 8/7, 11:00 am
  - 3. Radish Fall Edition 7/13, 5-6pm.
  - 4. Marketing Committee Meeting 7/3, 6-7 pm

The meeting adjourned at 6:37 pm. The Board went into Executive Session at that time.

**The next scheduled meeting is July 18<sup>th</sup> at the AHEAD conference room to begin at 4:00 pm.**

Respectfully submitted by:  
Charise Baker, Secretary