

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting, May 23, 2016

Meeting convened at the AHEAD Conference room at 4:09 PM.

Members Present: Patricia O'Brien, Marcie Hornick, Marni Hoyle, Tom Southworth, Chad Proulx, Charlie Wolcott

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

Agenda Items

1. Preliminaries
 - a. Chad motioned and Tom seconded to accept the April minutes as presented. The minutes were accepted with a unanimous vote.
 - b. New board member Charlie Wolcott was welcomed and introduced to the rest of the board.
 - c. Trish began the process of electing officers for the year. Marni made a motion for Trish to continue as President and Marci seconded. The motion passed unanimously. Tom made a motion for Chad to continue as Vice President and Marnie seconded. The motion passed unanimously. Chad made a motion for Marci to continue as Treasurer and Tom seconded. Marci expressed reservations about continuing due to her outside commitments, but decided to continue on for one more year. It was decided to put off discussing the Secretary position until later during an executive session.
2. General Managers Report
 - Ed reported that sales were very close to budget at +1,621. Total store margin was 0.62% over budget. Labor and Benefit % was over budget, but it included a deferred manager bonus. Of the other variances, State Taxes, Legal and Auditors took up the majority.
 - Ed reported that the Annual Meeting and Anniversary Celebration were both well attended and well received.
 - The Tax return form for 2015 is available for review to anyone who wishes to review it electronically. The Co-op took advantage of a section 179 depreciation write off for our 2015 capital purchases (cooler doors, new systems, etc).
 - There was a construction meeting on May 20th with GBA to go over some issues. Our next meeting will be May 31st at 10AM in the upstairs conference room.
 - The Town of Littleton has issued our building permit.
 - We have recently had a customer accident; a customer tripped over a "u-boat" cart being used for stocking in the freezer aisle. The customer expressed concern about the positioning of the Coffee/Tea aisle in the center of the Freezer aisle and would like it to be moved as they feel it blocks the view of the rest of the aisle. The board discussed this issue and came to a consensus that there could be some accommodations made to make that aisle easier to navigate, but they would not be able to be implemented until

the expansion. Chris and Ed mentioned that a meeting with staff had taken place to position stock carts differently (against a solid surface on the side and not in the aisle center) so that there would be less chance of a trip hazard. Agreement was made to tell the customer of this implementation when they next shop the store.

- The Eastgate requested and received a variance to subdivide their lot on Cottage Street. They hope to lease/sell this lot to a restaurant chain. Discussion ensued about possible impact of such a business on the Co-op.
- The June edition of the Quarterly newsletter is being created. Kristina thanked everyone for their contributions. A group photo was requested of the board for the edition (to be taken at a later time).
- Ed mentioned that the time was approaching for the annual Employee Appreciation event. The dates of July 19th or 26th were considered. Possible venues might include the Eastgate property. The board will follow up with Melissa on this.
- Ed discussed the Project Funding info update. Financing sources have been lined up, but we are still waiting on board meetings and approvals for some of the Gap Financing groups. NHCLF board does not meet until mid-June.
- Ed reported that there have been a few recent FT staff changes. Deli Manager Mike Peacock has decided to step down to pursue a different career, but may stay on in some aspect for the time being. Produce manager Cutter Flynn resigned, and FT meat cutter Bob Egizi also resigned. Ed and Chris stated that none of these changes came as a complete surprise. Ed mentioned that the recent introduction of “Radical Candor” to management procedure may have pushed these events along more quickly. Ed and Chris mentioned that there were some strong candidates who had stepped forward for consideration.
- Policy Register B3 – Asset Protection. Ed reported that the Co-op carries Comprehensive Property and Business insurance, as well as Board and Officers Insurance. We have monitored Fire, Burglary and Refrigeration alarms. We have a Safety Committee and Safety Plan to protect both customers and employees. Our fire extinguishers are inspected regularly. The expansion will include an enhanced video security system. The Co-op’s staff does an excellent job controlling shrink, and our POS system is up to date, PCI compliant and firewall protected. Chip readers should be updated soon once ECRS finishes their software patch. Ed feels overall, the Co-op’s assets are protected adequately. There are a few areas of vulnerability; The refrigeration alarm is not completely reliable, so staff makes manual daily inspections. There is no generator in case of power outage, but one may be purchased in the near future to power lights and the POS system. We self-insure a portion of our employee’s health insurance, but so far that has worked to the co-op’s benefit.

3. Member Loan Update.

- Minnie discussed that we were still short of our \$600,000 goal. A list of members who had expressed interest in loaning or who had loaned last time was handed out. Over much lengthy discussion, the list was divided out to board members name by name for

last minute contacts via telephone. Minnie reminded everyone that June 1st was the deadline for this process. We will still take pledges after that time, but by June 1st the final numbers need to be tallied for use in the financing process of the expansion.

4. C-4 Board Meetings.
 - Trish discussed the importance of Policy Governance C-4 Board Process sticking to topic and getting the work of the board done. After a brief discussion it was agreed that the board was in compliance.
5. Pillars of Cooperative Governance.
 - After a brief discussion, this topic was tabled until the next meeting due to time constraints.
6. Old Business.
 - A mention was made that the Bylaw change had passed. There was no discussion.
7. New Business.
 - There was no new business to discuss.
8. Executive Session:
 - At this point, the board went into Executive Session and staff members left the room.

The Meeting adjourned at 6:30 PM

The next scheduled meeting will be June 20th at the AHEAD conference room to begin at 4 PM.

Submitted by:

Chris Whiton