

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
March 26, 2018

Meeting convened at the AHEAD Conference Room @ 3:08 pm.

Members Present: Patricia O'Brien, Tom Southworth, Mark Hollenbach, Marcie Hornick, Laura Walls, Charlie Wolcott, Luther Kinney, Alyssa Sherburn, and Marni Hoyle.

Staff Present: Ed King, Rodney Mitton, Chris Whiton, Minnie Cushing, Kristina Zontini, Brian Labonte, John Oakes, and Charise Baker.

Guests Present: Wayne Ruggles, Keith Batchelder, Garth Allen and Steve Austin.

Agenda Items:

1. Housekeeping & Governance:

- a. Marni motioned, Laura seconded and the board voted unanimously to accept the February minutes as presented.
- b. Luther motioned, Marcie seconded and the board voted unanimously to accept Ed's compliance with B-9 Succession Planning.

2. Audit Report – Gallagher Flynn:

- a. Garth Allen and Steve Austin presented their audit findings to the board. Both stated that Minnie does a great job and the audit went well. Topics discussed include:
 1. The NMTC and possible benefits.
 2. The consolidated balance sheet for the Co-op and Littleton Food Market LLC.
 3. The impact of the expansion on financial statements.
 4. The significant disclosure of combined reports.
 5. The Co-op only operational financial positions.
 6. Wait of approximately four years before beginning to look at the exit procedures to the NMTC.
- b. The board went into executive session to further discuss the audit results.
- c. Marcie motioned, Tom seconded and the board voted unanimously to accept the audit results as presented.

3. General Manager's Report:

- a. February sales were up 29% over last year. This increase is due to the store being under construction in February 2017. March sales are up 20% so far.
- b. Margins for the first two months of 2018 are very close to budget, up .23%.
- c. Market Match continues to grow. A separate report was distributed. The discount to SNAP users totaled over \$1300 in February. Produce purchases as a percent of basket has almost doubled. Funding for the program is solid through June and signs are they will continue past then. Monadnock and Hanover are both working on a similar program in their stores.
- d. The NFCA Annual Meeting was well attended with over 140 people there. Ed gave a presentation about the expansion as part of a panel on "Growing Our Impact". Chris was elected to serve on their Board. Much of the content at the meeting was geared toward Co-op Boards and Ed thinks this would be a great educational event for our board to attend. A calendar of upcoming NFCA events was distributed and has been posted on the Board Drive.
- e. The Annual meeting is scheduled for April 25th. The election period runs April 18th- May 2nd. The Board drive has a sign up sheet for volunteers to help with this event.
- f. All Board members should have received the NCG Board Bulletin dated 3/14/18. Topics were Financial Standards (we are in compliance), Co-op Customer, the

Heart of our Business, and a profile of some Co-ops that are doing programs like our Market Match. This bulletin also reviewed how NCG is member controlled and reliant on the designated representatives (DR's). Ed attends at least 3 meetings annually and serves on the Advocacy Committee.

- g.** The move to livable wages will be partially complete at the end of 2018. After the June COLA raises, all FT employees will earn \$11.26/hr or higher. Starting PT employees will not be at that rate, but a model is being developed where that rate can be obtained after 6 months of service.
- h.** A draft of the updated Board calendar is available on the board drive. The update of the calendar is on the agenda for April and by working together, it can be ready for approval then.
- i.** A group of Co-op GMs and other managers will be here June 5-6 to conduct a review of our marketing, merchandising and educational materials. Ed has found that participating in these audits in other stores has been very beneficial and is looking forward to the constructive feedback.
- j.** Jose Bonilla is the new deli manager, promoted from his FT position. Jose has great experience that will contribute to his success in this position.
- k.** Ed continues to work with the Androscoggin Food Co-op. They sent two members of the steering committee to the NFCA annual meeting. The Co-op will host one of their steering committee meetings here on May 10th at 10:00 and board members are encouraged to attend.
- l.** An updated organizational flow chart was distributed.
- m.** Ed will be attending a meeting on 3/27 concerning the possibility of a crosswalk. Ed stated that he was told that this project was high on the list of improvements, to coincide with improvements to the sidewalk.

4. Board Issues:

- a.** All board members have been tasked to review C3-Agenda Planning of the governance policy.
- b.** The Nominating Committee updated the board about the role of the candidates during the Annual Meeting. Mark stated that he would contact all four candidates to encourage them to appear at some time during the 4-7 timeframe. Candidates do not need to be present for the entire time.
- c.** September 22nd has been chosen for the board retreat. Trish will confirm that date with Michael Healy. Location TBD. Possible topics include reviewing the mission statement and following up on the work of the last retreat.

5. Other Topics:

- a.** Minnie and Kristina updated the board about the tentative plans for the Annual Meeting. The meeting will take place in the Co-op Café from 12-7. There will be a slide show playing on loop, report booklets and profiles of candidates. This day will also be a member discount day with split discounts of 15% for full members and 10% for partial members. Updating to full membership will be encouraged. There will also be vendor sampling and music during the event. Current Board members are encouraged to be available for Q&A during the day. There is a sign up sheet on the Board Drive. Ed will be available for Q&A during the day. Candidates are to be available at some point during the hours of 4-7.
- b.** Future meeting dates were established. They are:
 - 1.** April 23rd at 5:00 pm at the Coop
 - 2.** April 25th – Annual Meeting

Charlie motioned and Laura seconded to adjourn the meeting at 5:33 pm. This motion passed unanimously.

The next scheduled meeting is April 23rd in the Co-op break room to begin at 5:00 pm.

Respectfully submitted by:

Charise Baker