

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
June 17, 2019

Meeting convened at the Co-op Breakroom @ 05:00 pm.

Members Present: Wayne Ruggles, Laura Walls, Stephannie Bournival, Dani Shaw, Luther Kinney, Deb Sullivan, and Alyssa Sherburn.

Staff Present: Ed King, Chris Whiton, Minnie Cushing, Becky Colpitts, Melissa Bridges and Charise Baker.

Agenda Items:

1. Housekeeping & Governance:

- a. Luther motioned, Alyssa seconded and the board voted unanimously to accept Ed's compliance with Ends Report of the Governance Policy.
- b. Laura motioned, Luther seconded and the board voted unanimously to accept the May minutes as presented.

2. General Manager's Report:

- a. May sales were \$1,230k , \$43k over 2018 yet \$14k below budget. June sales are picking up.
- b. We have transitioned to Paylocity for scheduling and payroll. There will be a short term budget issue but should have a payback in the long term as we fully utilize all the benefits of the program.
- c. The move away from plastic bags at the checkout has been okay with minimal negative impact.
- d. Inventory is scheduled for 7/14. Q2 financials will be late as a result and will not be ready for the next board meeting. As a result, the board meeting has been rescheduled from 7/15 to 7/22.
- e. The first bulk discount day went well. Bulk distribution was 21% of store when it averages 6%. There are plans to do it again next year.
- f. The Community Dinner went well. Becky will provide more information. (See below).
- g. There will be a Car Show and Ice Cream Social on Monday 6/24 starting @ 2:00 pm.
- h. July 7th is International Co-op Day.
- i. Lobsterpalooza is scheduled for July 27th.
- j. August is NH Eat Local Month. We'll be doing a Big Basket Giveaway that will be filled with local products. A different local product will be featured every day then added to the basket. The basket will be given away at the end of the month.
- k. CCMA was last weekend and the Middlebury Co-op and Glenn Lower were awarded the Co-op of the Year honor.
- l. CBD is in the news again. The NHL has announced that any business with a liquor license is prohibited from carrying CBD enhanced food products. We are exploring options.
- m. Charge Point is interested in having the Co-op as part of their Level 3 Car charging network. If the grant is approved, they would cover 80% of installation costs. Cost to us would be \$35-\$55k. These charges would be networked and would require payment. Level 3 chargers charge faster than the Level 2 chargers currently installed at the Co-op. More details to follow.

3. Board Issues:

- a. The Board reviewed sections C5 and C6 of the Governance Policy
- b. The Board retreat is scheduled for October 12th at Deb's house. The topic of the retreat still needs to be determined. It was suggested that the board consider the focus and direction they want the Co-op to accomplish in the next five years.
- c. The Employee Appreciation Event Committee has scheduled the event for Wednesday August 14th. They will be sending out 'save the date' announcements to the departments.
- d. The June education piece centered around CBD. Discussion included the differences between cannabis, hemp and marijuana.
- e. Marcie is responsible for the July education piece.
- f. Sections C2 of the Governance Policy is due to be reviewed in July.

4. Other Topics:

- a. Minnie stated that the Mascoma Bank account needs to have the check signer information updated to include Wayne and remove Marcie.
- b. Becky informed the board about past and upcoming events to include:
 1. The recently held Community Dinner was a big success serving over 100 people and raising \$130 in donations. Thanks to all who helped!
 2. Name tags were suggested for the Board to wear when helping with events.
 3. Jon Steinman, author of The Grocery Story, is asking for reviews.
 4. The next Community Dinner will likely be in August and feature local products. A potluck event is being considered. If so, make sure all items come with ingredient lists.
- c. Future dates are:
 1. Classic Car/ Ice Cream Social: 6/24
 2. Movie "Farmer of the Year" at the Colonial Theater: 6/27

Laura motioned, Luther seconded and the board voted unanimously to adjourn the meeting at 6:25 pm
The Board convened an Executive Session at 6:25 pm for the purpose of the GM Annual Review.
The next scheduled meeting is July 22nd at the Coop breakroom to begin at 5:00 pm.

Respectfully submitted by:
Charise Baker