

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
June 18, 2018

Meeting convened at the Co-op Cafe @ 5:00 pm.

Members Present: Marcie Hornick, Laura Walls, Charlie Wolcott, Alyssa Sherburn, and Wayne Ruggles.

Staff Present: Ed King, Chris Whiton, Minnie Cushing, Charise Baker and Kristina Zontini.

Agenda Items:

1. Housekeeping & Governance:

- a. Wayne motioned, Alyssa seconded and the board voted unanimously to accept the May minutes as presented.
- b. Wayne motioned, Laura seconded and the board voted unanimously to accept Ed's request to work 30 hours per week at three quarters pay for the next four weeks.
- c. Laura motioned, Charlie seconded and the board voted unanimously to accept Ed's compliance of the Ends Report.

2. General Manager's Report:

- a. Store sales for May were \$1.2 million, \$33k over budget. That is an 11% increase over 2017 and June is currently holding at 10% over 2017.
- b. Margins were at budget and net income was just short of \$15k. Labor costs contributed approximately \$2k of this shortfall. Labor will continue to be a challenge this year as the steps to a living wage are completed.
- c. The store had a fire alarm activation on Tuesday June 12th. The cause was a drop in water pressure from LWL maintenance. The store was evacuated for a short period of time. There is a planned water outage the morning of Tuesday June 19th as repairs are made by LWL.
- d. The Co-op is experiencing some chronic freezer issues in a three door ice cream freezer. ARC is working on a solution. VT Tech, the company that installed the freezer will be involved with troubleshooting the problem.
- e. The NCG quarterly Board Newsletter has been posted in the Board drive. This newsletter has lots of information about NCG and how they benefit the Co-op.
- f. More information about the NFCA Board Peer Group Meeting in White River Junction has also been posted. This meeting is great for peer to peer relationship building. It is scheduled for September 15, 2018.
- g. The Harvest Co-op in Boston is seeking capital investment into their Co-op. Their needs are outlined in a letter posted to the Board drive. They are looking for a commitment by the end of June and hope to raise \$500k. Ed stated that he felt that the investment was risky and did not feel the Co-op was in a position to help at this time. It was suggested that their situation be monitored over the next several months and perhaps in the fall we would be better able to assist in some way.
- h. Ed updated the Board on his search for a PR firm. He is interested in a firm located in Portsmouth, NH. He felt that this firm had the experience and skill set needed. The proposal will likely include an emergency response plan in case of a negative publicity event. The fee of \$2k includes two calls and two visits per year.
- i. Ed reported compliance in the Ends Policy but thought the following areas could be improved over the coming years:
 1. Provide subsidized insurance options for part time employees and dependants.
 2. Reduce the use of plastic bags.
 3. Increase our educational offerings.

3. Board Issues:

- a. Marcie spoke about this month's conversation with Michael Healy. Michael wanted to learn about Marcie's vision for the direction of the board, both direct and broad. Marcie asked Michael about board compensation and he sent literature for her to read. They discussed set amounts, such as a gift card vs. variable amounts, such as discounts. Michael stated that board compensation professionalizes board members as they do work for a for profit entity. Ninety percent of Co-ops compensate their board members in some fashion. The median range of compensation amount is \$66 per member per month.

Since four board members were absent, this conversation will continue at a future meeting. Those present felt it better to wait until after third quarter results were in and the store was more profitable.

- b. Michael Healy felt that work on the Mission and Ends statements was better suited for committee work than as a topic for the retreat. Charlie will chair this committee assisted by Wayne. Ed stated that he would like to see staff and membership included in the committee so all three stakeholders are represented. Ed will contribute names for these committee members at the July meeting.
- c. Telling the Co-op Story is still being strongly considered as this year's retreat topic. Marcie asked board members to send her any other ideas they may have.
- d. Laura and Alyssa updated the board on the Employee Appreciation Event. Notification of the event will start 4-6 weeks ahead of the August 15th date. Deb will help cater and will ask farms for donated items. Laura will work with the store vendors to see who can donate product. Team building activities are being considered. Reaching out to employees to for feedback and suggestions is also being considered.
- e. Minnie handed out Conflict of Interest forms for present board members to sign.
- f. Marcie was responsible for June Board Education. Marcie had each person present tell something about themselves and how they ended up at the Co-op and why.
- g. Marcie would like to plan a Board dinner to take place sometime in the fall.
- h. The July meeting will include quarterly financial reporting.
- i. Sections C5 and C6 of the Governance Policy were reviewed.

4. Other Topics:

- a. Minnie is working with Mascoma Bank to establish the ability to pay vendors electronically. She needs signatures from Ed, Chris, Rodney, Marcie and Luther to move forward.
- b. Future dates include:
 - 1. Next Board Meetings - July 23rd and August 20th.
 - 2. August 15th - Employee Appreciation Party
 - 3. September 8th – Board Retreat
 - 4. September 15th – NFCA Board Peer to Peer Training in the Hanover area.

Laura has July and Alyssa has August for Board Education.

Laura motioned and Wayne seconded to adjourn the meeting at 6:47 pm. This motion passed unanimously.

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

Respectfully submitted by:
Charise Baker