

Littleton Consumer Cooperative Society
Board of Directors
Meeting Minutes: Regular Board Meeting
May 21, 2018

Meeting convened at the Co-op break room @ 5:03 pm.

Members Present: Tom Southworth, Marcie Hornick, Laura Walls, Charlie Wolcott, Alyssa Sherburn, Wayne Ruggles, Angela McShane and Deb Sullivan.

Staff Present: Chris Whiton, Minnie Cushing, and Charise Baker.

Agenda Items:

1. Housekeeping & Governance:

- a. Angela motioned, Laura seconded and the board voted unanimously to accept the April minutes as presented.
- b. Additions to the agenda include the planning of the annual Employee Appreciation Event, Board Member Compensation and the use of Google Drive.

2. General Manager's Report:

- a. Store sales for April were up 8.2% over last year and 0.6% over budget. Sales for the first three weeks of May are up 12.4% and are over budget by 0.9%. Wayne questioned the difference in deli sales from last year and Chris shared the challenges that the deli has faced and the expectations of the department going forward.
- b. The ninth anniversary event was very successful and exceeded the Grand Re-Opening event from 2017. There were two bands, 28 vendors and a build you own bouquet table that was extended into Mother's Day.
- c. Margins for April were close to budget – up 0.13%
- d. Labor expenses were challenging in April. Contributing to these costs were training, Easter holiday pay and the Annual Meeting event. These costs are expected to be recouped over the next few months.
- e. The summer edition of the Radish is on schedule. Submission deadline is June 1st. This allows time for edits before sending out to print on June 10th. Contact Kristina or Jessy with any questions.
- f. Green Acres Landscaping from Franconia got the outside of the store ready for the season. They did a great job and are being considered for future work. A local vendor was hired to wash the windows monthly.
- g. Management encourages the Board to adopt an optional compensation policy. One suggestion is that board members opt into the employee discount program. Discussion included using this discount as an incentive to run for the board, the voting by the board for their own benefit, by-law changes and members voting on the change and taking this discount during a time of net loss sales and no patronage refunds. Chris will check with other co-ops to see what their practices are. Marcie will check with Michael Healy on the topic. Further discussion will take place during the June meeting.
- h. The NFCA Board Peer Network is scheduled for September 15th and it would be nice if two board members could attend this event. Venue and other details will be available soon.
- i. Market Match funding remains solid through June. Nothing beyond that date is confirmed. Ed will continue to monitor and keep us updated. Programs to fund this program should the national funds cease are being considered. Charging for bags is one option being considered. Reasons for the charge on bags include reducing single use plastics, and offsetting the \$28k annual cost of buying plastic bags. Discussion included the concern that this would turn customers away, rewarding customers who use their own bags, making sure the message is educational and 'green' and creating a sign for the entry that reminds customers to grab their bags from the car. It was suggested that new members be given starter bags to use. One question was about how many customers actually use plastic bags. The Aldi model of charging for bags was discussed and a bag from Aldi will be brought in for Chris.
- j. The Co-op will be running a booth at the Littleton Farmer's Market again this year to help with their EBT match program. This begins on June 3rd and will continue through October.
- k. Chris distributed a list of upcoming NFCA and CDS events.
- l. Combining the Annual Meeting and Anniversary celebration is being considered for 2019. Having a scheduled meeting time with a presentation and a Q&A session during the Annual Meeting is also being considered.
- m. Laura motioned and Alyssa seconded to accept compliance on the B3 report as presented. This compliance report was accepted by a unanimous vote. Clarification on what steps have been taken on the hiring of a PR firm was requested.

3. Board Issues:

- a. The election of officers is as follows:
 1. Marcie as President: Tom motioned. Alyssa seconded. Unanimous vote.
 2. Alyssa as Vice President: Marcie motioned. Tom seconded. Unanimous vote.
 3. Luther as Treasurer: Tom motioned. Alyssa seconded. Unanimous vote.
 4. Tom as Secretary: Tom motioned. Marcie seconded. Unanimous vote.
- b. Marcie motioned and Tom seconded to continue to have Charise Baker be the minute taker. This motion passed with a unanimous vote.
- c. Committee assignments will take place at the June meeting. Current committees include:
 1. Nomination and Recruitment
 2. General Manager Appraisal
 3. By-Law
 4. Governance
- d. The 2018 -2019 calendar was reviewed. Charlie was added to cover the Board Education segment for November. Marcie will be conducting the educational piece for June. The calendar is available on the Board Drive.
- e. The board reviewed section C-4 of the Governance Policy
- f. Further planning for the retreat will be added to the June meeting. The date was corrected from September 9th to September 8th. Marcie will confirm that date change with Michael Healy.
- g. It was suggested that acronyms be minimized/avoided in documents going forward.
- h. A committee was formed to plan the annual Employee Appreciation Event. This committee includes Alyssa (chair), Deb, Angela and Laura. The date of the event is August 15th. Alyssa will contact other committee members about meeting dates and times. All board members were asked to solicit donations to be used as gifts for this event.

4. Other Topics:

- a. Minnie requested that all board members confirm that they are receiving all communications from her.
- b. Future dates were established. They are:
 1. Next Board Meetings - June 18th, July 23rd, and August 20th.
 2. September 8th – Board Retreat - **Corrected from September 9th**
 3. September 15th – NFCA Board Peer to Peer Training in the Hanover area.

Laura motioned and Wayne seconded to adjourn the meeting at 6:25 pm. This motion passed unanimously.

The next scheduled meeting is June 18th in the Co-op break room to begin at 5:00 pm.

Respectfully submitted by:
Charise Baker