

**Littleton Consumer Cooperative Society**  
**Board of Directors**  
**Meeting Minutes: Regular Board Meeting**  
**March 18, 2019**

David Gwatkin from Edward Jones did a 104(k) presentation beginning at 4:30. David stated that Edward Jones would be willing to conduct Financial Wellness classes. Eight classes are available and he suggested that we choose four. These classes could also be open to the community.

**Meeting convened at the Co-op break room @ 05:00 pm.**

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

**Staff Present:** Ed King, Chris Whiton, Annie Stuart, Melissa Bridges, Minnie Cushing, Dani Shaw and Charise Baker.

**Guest Present:** Victoria Lawton

**Agenda Items:**

**1. Housekeeping & Governance:**

- a. Dani and Victoria are candidates in this year's board election. They each took a few minutes to introduce themselves and share why they were interested in being on the board.
- b. Wayne motioned, Charlie seconded and the board voted unanimously to accept the February minutes as presented.
- c. Wayne motioned, Laura seconded and the board voted unanimously to approve a \$500 donation to the Bill Gessner Memorial Fund.
- d. Angela motioned, Wayne seconded and the board voted unanimously to approve a \$1000 interest free loan to Androscoggin Food Co-op.
- e. Angela motioned, Marcie seconded and the board voted unanimously to accept Ed's compliance with Executive Limitations policy B9- Emergency GM Succession.
- f. Laura motioned, Alyssa seconded and the board voted unanimously to appoint Angela as the interim Secretary.
- g. Ed updated the board on Rodney's condition. Rodney is making great progress at the rehab center in Cambridge, MA. The goal is for him to come home around April 10th at 70% independence. Worker's Comp is working to make his home ADA accessible.

**2. General Manager's Report:**

- a. February sales were \$909k, which is up 6.15% over last year. That figure is \$22k over budget.
- b. Expanded summer hours (7am-9pm) will begin Friday May 3rd.
- c. The next edition of the Radish will be available on Earth Day, April 22nd. Additional content can still be contributed prior to 4/01/19. This will be a combined edition that includes the annual report and will have all financials inserted separately.
- d. A floor strip will be done while the store is closed for Easter, Sunday April 21st.
- e. The next annual meeting planning meeting is scheduled for April 8th at 4:00 pm in the breakroom.
- f. Discussion was had about Senior and HFA discounts and how much they cost annually. It was considered that many Seniors would qualify for HFA, realizing savings everyday instead of just once a month. All present felt that Senior discount day should continue without any changes.
- g. Ed will be attending the NCG annual meeting in San Diego April 10, 2019.
- h. Ed is scheduled for another minor foot surgery May 16th.
- i. The auditors will be here next week. Steve Austin will be available on Friday, March 29th to answer any questions or concerns by the board. The annual audit presentation is scheduled for April 22nd at 3:00 pm.
- j. Ed informed the board about Chris's OSHA training and the many new processes that are being implemented as a result.
- k. The NH Legislature is considering several bills on subjects that could impact us including paid Family Leave, Minimum Wages, Raising the Business Tax and Ban the Bag.

- l. The Co-op plans on eliminating single use plastic bags on the front end beginning June 1st. Paper bags will be available at 10 cents each (the cost difference between the plastic and paper bag) but we will aggressively promote reusable bags. The B-Corp branded bags will arrive by then and some of those will be given away. The use of plastic bags in other departments is being scrutinized with several alternative plant based options being researched and tested. It was suggested that all contact the Town of Littleton concerning their plastic trash bags.
- m. Ed requested that the board consider donating \$500 to the Bill Gessner Memorial Fund and a \$1000 loan to Androscoggin Food Co-op.
- n. Ed suggested that the board consider a date for the annual retreat as Michael Healy's schedule fills up quickly. It was decided that an October date would be better than a summer date. The final date will be selected with the new board. Ed will reach out to Michael to request he set aside some October dates.
- o. Ed stated that he would be in favor of a patronage rebate this year. The final decision belongs to the board and will be decided after the annual audit report in April. The last patronage rebate was four years ago.

### 3. Board Issues:

- a. The Nominating Committee presented five candidate names for this year's election:
  1. Frank Wilich
  2. Victoria Lawton
  3. Luther Kinney
  4. Danielle Shaw
  5. Stephanie Bournival
- b. Alyssa motioned, Angela seconded and the board voted unanimously to accept the slate of candidates as presented. Any late candidate applications will be given due consideration.
- c. The board reviewed C3- Board Monitoring of the Governance Policy.
- d. Ed distributed a handout and reviewed Grocery trends as the board educational piece. These trends include B Better about B-Corp companies and what they do to get that certification, Regenerative Organic Agriculture, Certified Grass-Fed Organic Livestock Program, the rise of CBD, Make your own in a time-pressed world and many others. The New Hope Network is a great resource for this topic.
- e. Upcoming tasks and assignments include working on the 2019 board calendar (Ed offered to help), the May deadline for the GM Evaluation process and to start considering a date for the annual employee appreciation event.

### 4. Other Topics:

- a. Annie reviewed Marketing numbers with the board. She stated that digital marketing was the most effective. Annie reviewed how customers find us. A handout from Google My Business was distributed and reviewed.
- b. Future dates are:
  1. Annual meeting and anniversary celebration planning meeting 4/8/19 at 4:00 pm
  2. Auditor presentation 4/22/19 at 3:00 pm.
  3. Annual Meeting/ Member Meeting 5/8
  4. Tenth Anniversary celebration May 10/11/12

Wayne motioned, Laura seconded and the board voted unanimously to adjourn the meeting at 6:45 pm  
**The next scheduled meeting is April 22 at the AHEAD conference room to begin at 3:00 pm.**

Respectfully submitted by:  
Charise Baker