

**Littleton Consumer Cooperative Society**  
**Board of Directors**  
**Meeting Minutes: Regular Board Meeting**  
**July 22, 2019**

**Meeting convened at the Co-op Breakroom @ 05:02 pm.**

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

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

**Guest Present:** Chris Nihan from Charge Point

**Guest Presentation:**

- a. Chris Nihan spoke about Charge Point and their level three chargers. There is a copy of the presentation slides in the Board Drive. The chargers are expected to be funded at 80% of the cost with the remaining value (\$40-60k) paid by the Co-op. Current estimated timeline for installation is spring 2020.
- b. A Memorandum of Understanding is needed to include the Co-op as a potential location on the corridor map. This MoU is not a definitive agreement.
- c. Luther motioned, Alyssa seconded and the board voted (5 ayes and 1 abstention) to proceed with the MoU.

**Agenda Items:**

**1. Housekeeping & Governance:**

- a. Laura motioned, Dani seconded and the board voted unanimously to accept Ed's compliance with sections B7 & B8 of the Governance Policy.
- b. Luther motioned, Alyssa seconded and the board voted unanimously to accept the June minutes as presented.
- c. Laura motioned, Alyssa seconded and the board voted unanimously to consent to a share transfer and a share redemption presented by Becky. Wayne signed the documents.

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

- a. Store sales were up 2.8% over last June yet \$7,600 below budget. Sales so far in July are showing healthier increases (@7%) and are above budget. YTD sales growth is 6.6% over last year and is above budget.
- b. Second quarter figures have not been finalized but expenses are close to budget. Margins are projected to be slightly below budget.
- c. Patronage from AGNE and NCG helped to beat our projections.
- d. The NCG Participation Report is available on the Board Drive. This report summarises our performance compared to other Co-ops and the different ways that NCG has provided value to our operation. We scored well in the comparison report, but for a variety of reasons, we didn't attend all of the peer trainings in 2018 that we typically do. In 2019 we will be attending most trainings including Connect, Fresh, Convergence, GM and Operations meetings.
- e. The Grafton County Democrats have asked us if we were willing to allow Presidential Candidates to visit our Co-op and take advantage of our meeting space. Ed responded that he would consult the Board. (See below for Board decision).
- f. Two all staff meetings are scheduled for next week. The first is Monday evening from 6:00-8:15 and the second is Tuesday morning 7:00-9:15. Board members have been invited to attend and speak to the staff about their activities. Luther will try to attend the Monday night meeting and Deb will try to attend the Tuesday morning meeting.
- g. CE Pugh, the CEO of NCG, will be visiting City Market in Burlington, VT on September 25th. GMs and a Board member from local Co-ops have been invited to attend a luncheon. Ed will be going and if a board member is interested in going along, please let Ed know.
- h. Columiate (formally CDS) has a Co-op Cafe coming up in October. More details, such as location, will be coming soon. When available to do so, please sign up to attend.
- i. Erbin Crowell of the NFCA has been elevated to President of the Board of NCBA CLUSA. This raises the profile of New England Co-ops nationally.

- j. The water system in the store was recently updated. Reliable hot water and pressure have been a chronic issue that only got worse after the expansion.
- k. Ed reviewed the latest numbers from the CX Survey. The Co-op is currently signed up to participate for one year, but this time frame can be extended. Ed will notify the board when the time to renew approaches so they can vote on the extension. Ed will post a synopsis of the report to the Board drive. The report is based on a three month rolling period and after six months, the Co-op will be able to compare results on itself, enabling us to see if we are progressing on any negative trends.
- l. Ed updated the board on the progress of educating our membership on Slave Labor in our food system. A handout was distributed that stated the following action plan:
  - 1. Tasting and Education event with La Rioja wine and olive oil.
  - 2. Continue blog postings on the subject (available on our website).
  - 3. Explain and educate the staff on what Slave Free products are at the upcoming all staff meetings.
  - 4. Identify Fair Trade items in our POS system for tracking purposes.
  - 5. Feature Fair Trade items during Fair Trade month in October to include a Free Trade/Slave Free social media campaign during the month.
  - 6. Increase the use of the Fair Trade and Slave Free product logo throughout the store.
  - 7. Partner with Equal Exchange on educational events for both customers and employees.
  - 8. Add reporting on Free Trade and Slave Labor to the Executive Limitations of the Governance Policy
    - a. A question was asked about what other Co-ops are doing. Ed will check with Micheal Healy and will ask at his upcoming small group meeting.
    - b. It was felt that education, marketing and reporting will help with this mission.

### 3. Board Issues:

- a. The Board reviewed sections C2 of the Governance Policy. The board will review section C7 for August.
- b. Discussion was held on the Co-op's position in the upcoming political cycle. Luther motioned, Laura seconded and the board voted unanimously for the motion that states "The Co-op will not host any political events".
- c. The Employee Appreciation Event committee updated the Board. The event is scheduled for Wednesday August 14th from 3:00-6:00 pm. Help with the event was requested. Deb will send an email of needs to the board members, who can then sign up for specific tasks.
- d. The board did not think it was in their purview to establish a committee to engage the membership on Free Trade and Slave Labor, feeling it was more of an operational issue.
- e. Alyssa is assigned the board educational piece for August.
- f. The topic for the board retreat will be working on a five year business plan. The goal is to look beyond business and more towards community and education. Ed will distribute a draft plan to the board by the August meeting.

### 4. Other Topics:

- a. Annie reviewed the upcoming list of Co-op events. Annie will post this list on the Board Drive and update it monthly.
- b. Becky spoke of the upcoming Community Luncheon and requested help from the board. Wayne and Deb volunteered to help serve and greet. The luncheon is scheduled from 12:00-2:00pm on August 13th.
- c. Free tickets for the upcoming movie event at the Colonial are available at the Service Desk. Seating is limited, so grab those tickets early.
- d. Future dates are:
  - 1. The Biggest Little Farm Movie at the Colonial: 8/3
  - 2. Community Lunch: 8/13
  - 3. Employee Appreciation Day 8/14

Luther motioned, Laura seconded and the board voted unanimously to adjourn the meeting at 6:55 pm  
The Board convened an Executive Session at 6:55 pm

**The next scheduled meeting is August 19th at the Coop breakroom to begin at 5:00 pm.**

Respectfully submitted by:  
Charise Baker