

Minutes
New Deal Café Board of Directors
Regular Meeting
November 28, 2011

Present

Board: Bill Wilkerson, Michael Hartman, Ed James, Ray Stevens, Don Comis
Audit Committee: Dorian Winterfeld
General Manager: Terri Rutledge

The meeting was called to order at 5:45 pm.

1. Minutes - The board approved the regular session minutes of October 24, 2011 with minor modifications and adjourned to executive session to approve the executive session minutes of October 24, 2011.
2. Members & Visitors - Dorian reminded the board that they had requested that the monthly financial report be sent to the Audit Committee. Michael also reminded the board that it had previously agreed that the GM Report should be sent out to the board ahead of the meeting and that the GM reports should be posted on the café website.
3. General Manager's Draft Report Highlights:
 - a. The first month of financial data for 2011 (October) has been converted into Quickbooks format. During discussion, Terri stated that completion of the transfer of 2011 financial data into Quickbooks was a priority, and that she expected to complete the project by the end of the calendar year.
 - b. The bar area was reorganized, a gel floor mat was laid, and an air vent was installed for the keg cooler.
 - c. Maria managed the restaurant operation in Karim's absence during his trip to Lebanon.
 - d. The back refrigerators, freezer, and electrical panel were painted.
 - e. The new projector screen was hung over the stage.
 - f. A reception was held for the three artists whose work is being exhibited in the café through January 2, 2012.
4. Monthly Financial Report - The board reviewed the financial report, and requested copies of the Detailed P&L Report at the next board meeting.
5. Performance Rights - The board requested that Bill write a report.
6. Proposed Job Description of Treasurer - A description of the treasurer's duties, prepared by Terri and Bill, was distributed for board review at the next meeting.
7. Annual Budget - Bill recommended that it was important for the board to approve a general budget so that funds are set aside for needed objectives that may come due later in the year. The board asked Bill to send them a proposed budget.
8. CPA Selection - The board agreed that the corporation should use the new CPA who is replacing Bruce Hughes to prepare the 2011 tax filing and to perform the CPA review of the financial records.
9. Annual Meeting - The board decided to tentatively schedule the annual membership meeting for one of the last two Sundays in April at 2pm.
10. Gift for Preciosa - The board agreed to charge Preciosa \$200 for the alcohol consumed at her party, which roughly represents the distributor's cost of the beer and wine to the café.
11. Volunteer Appreciation Party Budget - Terri enumerated the NDC INC's budget for the party as \$100 for music, and the cost of pizza from Generous Joe's. KMK will provide additional food for free. The event will take place on either December 5 or 12.
12. New Year's Eve Party - The Unruly Blues Band will play at NYE for \$500 with the cost to be split between the café and KMK.

Respectfully submitted,
Bill Wilkerson, Secretary

The board approved these minutes on January 9, 2012.