

New Deal Café Board of Directors Meeting Minutes

Feb 11, 2013

Café back room

Meeting called to order at 6:25pm

Attendance:

Board of Directors:

Michael Hartman – president
Dorian Winterfeld – Secretary
Bill Wilkerson - Treasurer
Neil McConologue

Audit Committee: None

Staff:

Terri Rutledge – General Manager

Members:

Craig Tooley
Mara Henninger
Peter May

1. Approval of Agenda – unanimous
2. Approval of meeting minutes from Jan 14, 2013 Board Meeting - unanimous
3. Members/Visitors: none

Reports:

4. General Manager: 2012 Fourth Quarter Financial Report (see attached)
5. Bar Manager: None
6. Music Committee: None
5. Audit Committee: None

Unfinished Business

7. Performance Review Process
 - Michael reads from the Personnel Policy
 - Review of Craig Tooley's letter from Dec 20, 2012 with responses

New Business

8. Lease
 - Terri contacted the landlord requesting a renewal and will send a certified letter before the next board meeting.
9. Sound System
 - Dorian reports on Frank Kayser's proposal for sound system station in back of room. Terri will follow up with him.

Meeting Adjourned 7:45pm

Dorian Winterfeld, secretary



New Deal Cafe

2012 4th Quarter Financial Report

Attached are the account balances and debt status as of December 31, 2012, followed by the QuickBooks Profit & Loss Report for the fourth quarter of the year (October 1, 2012 – December 31, 2012).

Gross bar income for the fourth quarter of this year was \$27,121, \$2156 more than the 4th quarter of 2011, and \$2761 less than last quarter (July - September). Though the comparison with the third quarter may seem less positive, our fourth quarter is historically slower due to the holiday season. Our third quarter was also extremely successful due to several special events, so the comparatively larger decline this quarter is not unexpected.

These final numbers for 2012 show sales fairly consistent with last year, as the café ended 2012 with gross bar income of approximately \$1900 more than 2011.

Net income ended up slightly negative (-\$168) this quarter, as several insurance bills came due and were paid off, along with final payments on corporate taxes.

Terri Rutledge
NDC Cooperative General Manager
2-11-13

Bank Accounts and Debts as of 12/31/12

Bank Accounts

Greenbelt Federal Credit Union

Deposit Account	\$ 5,048
Reserve Fund	\$ 10,000
Tax Fund	\$ 2,021
Emergency Equip. Fund	\$ 1,266
Donation/Membership	<u>\$ 2,425</u>
GFCU Total	\$ 20,760

Bank of America

Operating Account	\$ 6,092
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Total in Bank Accounts \$ 26,852

Debts

City Of Greenbelt	\$ 1,900
Member Loans	<u>\$ 10,000</u>

Total Debts \$ 11,900

4:56 PM
 02/11/13
 Cash Basis

New Deal Cafe
Profit & Loss
 October through December 2012

	Oct - Dec 12
Ordinary Income/Expense	
Income	
Bar Sales	
Cash in Drawer - bar	15,474.79
Cash in drawer - FONDCA wine	206.43
Cash in Drawer - front	11,440.21
Total Bar Sales	27,121.43
Interest earned	4.47
KMK monthly co-op fee	3,000.00
Memberships	50.00
Total Income	30,175.90
Cost of Goods Sold	
Cash Over/Short	17.92
Drink Purchases	
Alcohol	10,456.61
Total Drink Purchases	10,456.61
Fruit Purchases	51.54
Restaurant Supplies	306.39
Volunteer Meals	560.00
Total COGS	11,392.46
Gross Profit	18,783.44
Expense	
Advertising and Promotion	
Display Ads	312.55
Promotion	11.92
Total Advertising and Promotion	324.47
Bank Service Charges	9.00
Charitable Contributions	25.00
City Kitchen	900.00
Computer and Internet Expenses	47.26
Decorating	106.27
Gifts & Flowers	6.34
Insurance Expense	
Director's & Officers Ins.	2,664.00
General Liability Insurance	281.00
Worker's Compensation	320.00
Total Insurance Expense	3,265.00
Music and Entertainment	
Entertainment	700.00
Supplies/Tuning	71.00
Total Music and Entertainment	771.00
Office Supplies	154.18
Payroll Expenses	7,745.81
Payroll Taxes	
FED Withholding	1,252.92
MD Unemployment	352.72
MD Withholding	505.46
Total Payroll Taxes	2,111.10
Postage and Delivery	129.65
Professional Fees	
Payroll Service	108.00
Total Professional Fees	108.00
Taxes	
Federal Income 2012	553.00
Personal Property	674.66
State Income 2012	307.00

4:56 PM
02/11/13
Cash Basis

New Deal Cafe
Profit & Loss
October through December 2012

	<u>Oct - Dec 12</u>
Total Taxes	1,534.66
Volunteer Appreciation	<u>1,713.55</u>
Total Expense	<u>18,951.29</u>
Net Ordinary Income	<u>-167.85</u>
Net Income	<u><u>-167.85</u></u>