

New Deal Café Board of Directors Meeting Minutes

Nov 26, 2012
NDC Back Room

Meeting called to order at 6:20pm

Attendance:

Board of Directors:

Michael Hartman – president
Dorian Winterfeld – Secretary
Lisa Voith
Neil McConlogue

Audit Committee:

Mike Stark

Staff:

Terri Rutledge – General Manager
Amethyst Dwyer – Bar Manager

Members:

Craig Tooley
Bill Jones

1. Approval of Agenda – unanimous
2. Approval of meeting minutes from Oct 22, 2012 Board Meeting - unanimous
3. Members/Visitors:
 - Mike Stark suggests moving meeting start time to 7PM. Dorian will put on next agenda.

Reports:

4. General Manager: oral report; 2012 budget is done, attended CO-OP Alliance meeting, met with insurance agent, wrote letter to members re: loans
5. Bar Manager: new backup CO2 canister, new volunteers working out well
6. Music: many successful nights, Ruthie's Jamboree booked for 2013, Nighthawks coming in Feb, Bill Jones suggests that café seed tip jars.
5. Audit Committee: see attached

Unfinished Business:

6. 2013 Budget
 - Motion from Neil to accept the 2013 Budget
 - Lisa seconds, passes unanimously
7. Member loan payback
 - Motion from Neil to pay back Bill Jones's loan; principal + interest
 - Lisa seconds, passes unanimously

New Business:

Piano: Terri is looking for replacement piano

By-Law Change proposed by Chris Logan

Dorian thinks Chris suggested a method for determining a quorum. Bill Jones points out that By-Laws already address that. Dorian will get back to Chris.

Nominations & Election Committee

General discussion about outreach to members to run for board.

Membership renewal fee

Dorian will propose By-Laws change to lower renewal fee.

Annual Membership meeting

Michael proposes that 2013 Membership Meeting be first Sunday in April.

Volunteer/Holiday Party

Terri suggests Mon Dec 10. General agreement, conflicts with board meeting. Michael will poll board members for new meeting date.

Meeting Adjourned 8:00pm

Dorian Winterfeld, secretary

Audit Committee Report – November 26, 2012
Mike Stark

The topics at hand are

1. Auditing Quickbooks
2. Member Loan Paybacks
3. Audit Committee activities.

Auditing Quickbooks:

In the area of auditing Quickbooks, I received three of the reports first requested on September 16 on November 25, 2012. This comprises the profit and loss statement, the balance sheet, and a check detail report. These are all simple reports to generate, so it should not have taken over two months to generate them. As they were provided the night before the Board meeting no further analysis can be presented at this time.

The remaining report that was not produced is the 2012 budget. Quickbooks provides the capability to enter month-by-month projections for income and expenses over a fiscal year. This information can be used to generate reports comparing budgeted income and expenses against actual income and expenses. There is a 2012 budget available on a non-Quickbooks printout that has been provided in the Board notebooks, but it would be more effective to use fully the Quickbooks budget capabilities.

Member Loan Payback:

The member loan letter (dated November 23, 2012) was sent to lenders to whom money is still due, asking for feedback on how and when they want to be repaid. The survey is thorough and efficient in the information it asks for, and given the small number of respondents will be easy to interpret. However, the request to complete the survey 1 week from the date the letter was sent is highly unrealistic. Time should be allowed for busy workweeks, business travel, and vacations. Future surveys should have a turnaround time somewhere between two weeks and a month.

Audit Committee Activities:

The audit committee has started work on its end of year report. The three members have divided the work into the areas of finance, operations, and human resources. Tom LeaMond is coordinating the production of this report from afar. The target is to complete the report shortly after the holidays.