

## **New Deal Café Board of Directors Meeting Minutes**

June 4, 2013

Greenbelt Community Center, rm. 202

Meeting called to order at 6:35pm

Attendance:

Board of Directors:

Michael Hartman – President  
Dorian Winterfeld – Secretary  
Neil McConologue  
Lisa Voith  
Nancy Melandry

Audit Committee:

Tom LeMond  
Mike Stark  
Frank Gervasi

Staff:

Terri Rutledge – General Manager  
Amethyst Dwyer – Bar Manager

Members:

Chris Logan, Craig Tooley, Mike Rall, Meg Haney, Michael Smallwood, Bill Wilkerson, Tom Moran, Alan Z., Bill Doley, Karim Kmaiha, Sonja Merrideth, Richard McMullin, Maria Silvia, Susan Gervasi, Barbara Simon, Barbara Stevens, Jerry Dancis

1. Approval and prioritization of Agenda - unanimous
2. Approval of minutes from May 13 BOD meeting – tabled till next meeting
3. Approval of minutes from May 19 Annual Membership meeting - unanimous
4. Members and Visitors
  - Bill Wilkerson asks how much meeting room rental is.

### Reports

5. General Manager (see attached)
6. Bar Manager (see attached)
7. Committees (see attached)
8. Audit Committee: none

### Old Business

9. Energy Audit: Tom Moran presents estimate of work (see attached)
10. Clean Currents: no quote yet

### New Business

11. Amending the Cafe bylaws to include a conflict of interest clause
  - Barbara Simon presents by-laws proposal (see attached). Many members express their opinions.
12. Election of Officers
  - President; Lisa nominates Michael, Neil seconds, unanimous
  - Secretary; Dorian nominates Nancy, Lisa seconds, unanimous
  - Treasurer; Neil nominates Dorian, Michael seconds, unanimous
13. Special membership meeting regarding Management Agreement
  - Barbara Simon requests membership meeting regarding the Management Agreement. (see attached)

Meeting Adjourned 8:30pm,  
Dorian Winterfeld, secretary



## New Deal Cafe Cooperative General Manager's Report May 2013

### Overall Summary

This month has been busy with preparation for the Annual Meeting, a successful Green Man Festival weekend, much research and tasks in process, and preliminary organization for the Crazy Quilt Festival.

### Financial Update

The café had a very successful first quarter. I've attached the 2013 1<sup>st</sup> Quarter Financial Report, showing this quarter's sales (Jan-March) ahead of last quarter's (Oct-Dec) by approximately 5%. Compared to the 1<sup>st</sup> quarter of 2012, sales were up 9.6%. Further detail can be found in the accompanying report.

### Annual Meeting

The Annual Meeting took place on a sunny Sunday afternoon and there was again a full house. A petition to reduce the membership renewal fee failed after some discussion. We welcome Frank Gervasi as a new audit committee member and Nancy Melandry as a new Board member, and thank Bill Wilkerson for his many years of service on the Board, beginning when the questions were often complicated and the money wasn't as abundant.

### Publicity

I put out a notice for Publicity help during the Green Man Festival, and have actually gotten several replies! Josh Hamlin jumped right in to work with social media: he's trying to post all of our events on Facebook and looking into Twitter too. Josh initially set up our Facebook page years ago. I plan to set up a meeting within the next few weeks with all of the volunteers so we can brainstorm ideas and put each person's talent to the best use.

## Projects and Special Events

### News Review Fundraiser

Chris Logan had the fantastic idea of us holding a fundraiser for the Greenbelt News Review, since they are struggling financially, and I've been working on that possibility for the last few months. After throwing around some dates and ideas with News Review staff, we've decided to wait until September to hold the event, and we're hoping to make it a big one!

### Poetry Night Open Mic

We had a special treat at the last Poetry Night Open Mic – Jon Gardner did a reading of his special New Deal Café adaptation of Allen Ginsberg's *Howl* to the absolute delight of the audience, though some of the references were lost on newcomers!

### Crazy Quilt

We've gotten a bit of a slow start on Crazy Quilt publicity, but will put a large ad in the Hyattsville paper, and one in the Gazette as well. Chrissie Wilkins designed another beautiful poster for the Festival, and Director Joe Harris is busy lining up bands.

### Book Signing

Nancy Cox Shaffer held a reception and book-signing for her book "Accidentally On Purpose", a coffee table book designed to inspire and encourage one to reflect on their life in a fun and insightful way. The back room was packed with friends, books, balloons and little yellow smiley men on a late Friday afternoon – it was a very successful event. Demand for the back room seems to have increased over the last few months – Karim does do parties well!

### Greenbelt Theatre Historic Preservation Contest

Chris & Barbara Logan and Barbara Simon spent a whole week sitting in the front room of the café encouraging customers to vote in the Partners in Preservation competition for our historic Greenbelt Theatre to win up to \$100,000 in grant funding. We sent blasts to our listservs urging folks to support our neighborhood Theatre as well. The theatre ended up being awarded \$75,000 for renovation of its Art Deco lobby, again showing the power of Greenbelt's strong sense of community!

## Piano

I looked at another piano in Greenbelt that John is interested in seeing. It turns out we have to wait several weeks now because the owner has been in an accident.

## Bar Operations

The new keg cooler arrived and is keeping even more beer cold, in larger quantities. Using the big dolly to transport the kegs from the front room has been unwieldy, but workable. Amethyst found a keg cart specially made for carting kegs that looks tremendously easier and much more compact. I ordered it and hope to have it within a week, as it is shipping from Canada.

We continue to get some condensation and water in the keg cooler. I've contacted 2 local repair companies that are preferred service providers for our keg cooler: one was ready to send someone out at my request (though she didn't have much information to share) and the other advised me that as long as we are doing the normal routine maintenance that condensation is normal, as I have said before. I plan to have the second company (Huber Refrigeration) come anyway to make absolutely sure that the kegerator is functioning properly.

The stool we keep behind the bar broke and was replaced.

## FONDCA

FONDCA held their quarterly meeting in May and reported on the success of their Fall donation drive – it's expected to match last year's total of just over \$3,800! They discussed the budget for the remainder of the year (voting to give the Blues Festival an additional \$100), and the desirability of FONDCA continuing to own the sound equipment. Updated information was provided on the Poetry Moment, the EPYMS, and the Artists' Open Studio Group tour, which will be held in the fall. Barbara and Leeann just attended the City Council worksession on grants, where they asked for \$500 more this year. They also appointed a new member – Michael Smallwood, to fill the remaining open position on their board.

The GreenMan Group Show Art Installation was held this month: this year's theme celebrates the 10th year since the Greenbelt Forest Preserve became a protected woodland in Greenbelt! The Art Reception will be held on June 2, with T-shirts and bracelets and posters for sale!

We've given the Poetry Moment its own webpage – look for it under Events on the homepage!

### **Greenbelt Cooperative Alliance**

The Greenbelt Cooperative Alliance had their monthly meeting in the café as usual. We discussed the details of announcing the winner of the Logo Contest – festivities will take place over Greenbelt Day Weekend, on Sunday June 2 at 2:45pm in the Community Center gymnasium. We planned activities for Co-op Month (October): Farmer's Market Booth, having a speaker discuss forming new coops, and playing the game Co-opoly at the New Deal Café on a Saturday afternoon (October 19). The Co-op Alliance will also be reprinting bookmarks with the new logo.

### **Restaurant Contract and Facilities**

Met with Karim several times this month regarding repairs to the facility and basic operations. The front air conditioner was repaired, as it was dripping water into the men's bathroom. Jose unclogged the evaporator drain line and cleaned the system. He also discovered a small Freon leak, which he fixed before refilling the Freon. Karim paid \$600 for the entire repair, which was a very good deal. They checked the air conditioner in the back room as well, and found nothing wrong, though Karim plans to have the back coils cleaned also.

### **GM Action Items and other matters**

#### **Lease Renewal**

The lease extension request was signed and returned to the landlord's attorney. We are now awaiting the completed document.

#### **Clean Currents**

I am waiting for a quote on converting the café to wind energy, and expect that one will be provided next week.

#### **Energy Audit**

Tom and Gary Bumbalough inspected the café in preparation for providing estimates for some of the energy audit recommendations. We are waiting on the estimates.

Recommendations on Management Agreement

To be discussed in executive session.

Meetings

Board Meetings = 2

Annual Meeting = 1

Committee Meetings = 3

Co-op Alliance Meeting = 1

Upcoming Activities

The next special event will be Crazy Quilt on June 15.

Terri Rutledge

NDC Cooperative General Manager

May 31, 2013

## **Bar Manager's Report**

The new kegerator seems to be working well, however, I do recommend that we purchase something to move the kegs in a safer manner from the front room to the back. The dolly that we've been using is not quite safe enough and I'm afraid that someone will get injured. A keg cart is specially designed to transport kegs safely and can easily be done by one person. Here is a link to view a short video on The Original Keg Cart:

<http://kegcart.com/>

This is a similar (and less expensive) model from the WEBstaurant Store:

<http://www.webstaurantstore.com/keg-and-pail-truck/929KPC100.html>

I've sent this recommendation to the General Manager and I encourage a purchase of one as soon as possible.

We had a full and very busy Greenman weekend. The bar was staffed during the day with Connie Davis working the Saturday afternoon shift and Barbara Glick working the Sunday afternoon shift.

Our stout has changed from Evolution's Rise Up to Old Dominion Oak Barrel Stout. Rise Up is an excellent beer (one of my all time favorites!), but the 6.8% alcohol content was just too high. For our customer's sake I think that it's better to aim at 6% or less.

Flying Dog's Woody Creek Belgium White will be replacing Starr Hill's The Love.

Dogfish Head 60 Minute IPA continues to be our biggest seller, with Heavy Seas' Cutlass Amber Lager following at second.

I had a meeting with Beth Metrenas, our Buck Distributing representative, and am happy to report that DuClaw is now selling draft beer for distribution. I am looking forward to adding some of their product to our menu in the near future.

## **Music Coordinator's Report**

We've had a very good six weeks of music at The New Deal. Some of the highlights include: Black Masala, a fantastic nine piece Eastern European/New Orleans/Appalachian Gypsy horn band; Kellianna and Jenna Green, goddess folk music and chant; Buck Hill, local jazz legend and master saxophonist; Ayreheart, classical Renaissance inspired music, led by Grammy nominated Ronn McFarlane; Bob Sima, an incredibly moving and inspirational singer/songwriter and winner of the 2012 Ram's Head Live Performance of the Year; illyAMI, a long time favorite, performed to a full house; Fast Eddie and the Slowpokes rocked the cafe with classic blues from Chicago to West Coast Swing and from Motown to Muscle Shoals; Cold Hard Cash, a Johnny Cash tribute band, continues to wow the audience and draw a large crowd; and a bustling Greenbelt Greenman weekend of dragons with DragonSong and Stream and the Blue Dragons, two wonderful, percussion-led World Music ensembles.

Rehab Estimate for New Deal Café

Thomas Moran  
Helios Home Energy  
301-852-3487

Modification	Materials	Labor (hours)	Cost
1. Insulate pipes of 3 hot water heater	\$ 30.00	2	\$ 110
2. Insulate bare duct	\$ 30.00	2	\$ 110
3. Clean Goodman AC coils	\$ 15.00	1	\$ 65
4. Repair holes in ceiling and wall	\$ 30.00	2	\$ 110
5. Insulate upper wall – R11	\$ 700.00	20	\$ 1,200*
Total			\$ 1,595
Total – Wall insulation cost			\$ 395

\*Estimate provided by Gary Bumbalough

This estimate does not include ventilation of the ice maker room or door weatherstripping. We are investigating the cost of these modifications. I recommend that the café board or management wrap the 3 hot water heaters in an insulating blanket for maximum cost savings. In addition we recommend that a small floor fan be placed in the open doorway of the ice maker room as a temporary ventilation system. This would keep the room cooler and reduce the cost of running the icemaker.

To the Board of Directors, New Deal Cafe:

I am present today to make the following request as a member of the New Deal Cafe:

That the Board of Directors of the New Deal Cafe create an amendment to the bylaws of the Cafe regarding conflicts of interest. The amendment should state that no member of the Cafe may be elected to the Board or the Audit Committee who has a family member or partner who is employed by the Cafe or by the Cafe's restaurant management. Furthermore, I request that this amendment be drafted in a timely manner and that the Board call a Special Members Meeting within two months of today so that the members may adopt it or reject it.

Without this amendment, a member may serve on the Board or on the Audit Committee who has a close relationship with someone who works at the Cafe, allowing for the possibility that their relationship could bias that member's decision making. The New Deal Cafe is a small enterprise. But it is not a family business. It is a co-operative owned by members of the community, and all its Board and committee members owe their allegiance to the co-operative when dealing with its concerns. The Cafe needs the abilities on the Board and Audit Committee of members who can serve without there being any question of bias.

Without a conflict of interest amendment, there is the risk of the appearance of bias as well. The New Deal Cafe may jeopardize its good reputation in the community for fairness and honest decision-making. A Board/Audit Committee member who has a family member/partner employed at the Cafe also risks jeopardizing his/her good reputation, as well as the employee's.

I also request that the problem of Dorian Winterfeld serving on the Board be resolved before the Special Members Meeting to adopt/reject the conflict of interest clause. There are several ways this could be handled:

- 1) The Board could request Dorian to resign, which would allow them to appoint a new member.
- 2) The Board could develop guidelines so that Dorian would be recused from all discussions or decision-making at Board meetings regarding the bar or any personnel matter. Also, he must be directed not to discuss any such matters with Board or Audit Committee members, Cafe members, or anyone else other than family members, outside of meetings. Also, if any reference to these matters come up during a meeting in discussing another issue – such as the restaurant contract – then Dorian must be recused. The Board then has the responsibility to see that Dorian adheres to this directive, to the power that it can do so. If the Board finds that he is not adhering to these guidelines, they should ask him to resign.

Furthermore, all matters pertaining to the bar or personnel should be postponed until this matter is resolved. Any bar or personnel decisions that currently are in effect that Dorian was not recused from when such decisions were made need to be reconsidered as well.

Respectively submitted June 3, 2013, at the regular Board of Directors meeting of that date.

Barbara Simon, Member  
New Deal Cafe

To the Board of Directors, New Deal Cafe:

I am present today to ask that you consider the request I made at the last annual members meeting, regarding the renewal of the restaurant contract with the Cafe.

My request was that a Special Members Meeting be held to address this matter later this month or in early July, so that the members could be informed of any progress, and could give input as well.

The meeting should cover the following, among other possible points:

- 1) Letters to and from the current restaurant provider and the Board asking if he is willing to renew the current contract for 1-5 years, and if not, what changes he wants. Records of verbal discussions are not sufficient.
- 2) What changes in the annual budget the Board can project if the current contract is accepted or changed.
- 3) Business expenses other than the current usual ones that the Cafe might incur over the period of the next 1-5 years, and what suggestions the Board has as to how they would be paid for under either the current contract or a contract with changes.
- 4) Information about whether the Board has sought out any other interested restaurant vendors, and if so, whether they been contacted and then supplied proposed contracts.

Respectively submitted June 3, 2013, at the regular Board of Directors meeting of that date.

Barbara Simon, Member  
New Deal Cafe