



***New Deal Café Cooperative
Annual Membership Meeting***

May 19, 2013



2013 Annual Meeting Agenda

- **Welcome**
- **Reports**
 - Board of Directors Report - Michael Hartman
 - General Manager Report - Terri Rutledge
 - Financial Report - Terri Rutledge
 - Audit Committee Report - Tom Leamond
- **Election of Officers (Board of Directors & Audit Committee) - election at 3pm**
- **Committee/Other Reports**
 - Art Committee Report - Julia Wade
 - Music Committee Report - Amethyst Dwyer
 - FONDCA - Barbara Simon
- **New Business**
- **Adjournment and Farewell**



2012 Annual Report

- **Current Board of Directors:**
 - Michael Hartman- President
 - Bill Wilkerson -Treasurer
 - Dorian Winterfeld - Secretary
 - Lisa Voith
 - Neil McConlogue
- **Current Audit Committee:**
 - Tom LeaMond
 - Mike Stark
 - Bill O'Grady
- **FONDCA:**
 - Barbara Simon
 - Peter May
 - Chris Logan
 - Leeann Irwin
- **General Manager - Terri Rutledge**
- **Bar Manager - Amethyst Dwyer**
- **Art Director - Julia Wade**
- **Music Coordinator - Amethyst Dwyer**
- **Sound Engineer - Frank Kayser**
- **Webmaster - Karen Wallace**
- **Restaurant Manager - Karim Kmaiha & Maria Almeida/KMK Inc.**



Board of Directors Report

The New Deal Café Cooperative Board of Directors is happy to report that:

- The Board signed a five-year extension of the lease for these fine premises. The lease includes an option for an additional 5 years, meaning that we are covered for 10 more years.
- Preliminary negotiations have begun with our Restaurant Manager to renew our Management Agreement. Formal negotiations will commence shortly. Our current agreement expires in November 2013.
- The café's debt to the city and members continues to be paid down. By the time we celebrate our country's independence, we will be celebrating our debt independence from the city of Greenbelt.
- A member loan letter was sent last November to whom money is still due, asking for feedback on how and when they want to be repaid. We are continuing to pay members back.
- The board created a budget for 2013, and will soon start the process of beginning work on the 2014 budget.
- Push-bars were installed in the back room of the café, and much needed repairs were done to all sets of the café's outside doors at the same time. The doors are sturdier and more secure since their installation. This was a tremendous improvement to the café functionally and security-wise.
- The Board is looking for ways to replace our piano. We will gladly accept all ideas, or an actual piano.
- The Board is actively pursuing options to purchase Wind Energy for our electricity needs.



Board of Directors Report

- The Board commissioned a professional Energy Audit. We are in the process of evaluating short and long term solutions to the issues that were raised during the audit.
- The Board of Directors instituted an Employee Performance Review for Café staff. We are in the process of conducting performance reviews for our Bar Manager and General Manager, in their management positions, as well as their performance as paid bartenders.
- The Board sent an email to our members that explained the NDC plan to improve communication with them via email. The email service is now in operation.
- The Board of Directors established a Yahoo Group for the Board, Staff, and Audit Committee to enhance our communication process, and to maintain a repository for email messages and documents related to the operation of the Café.
- The Board addressed the concerns expressed by a participant in our Poetry Night about the material presented.
- The Board responded to legitimate concerns about the sound levels of the music at festivals that are sponsored by the Café. A letter was published in the Greenbelt News Review that confirmed the commitment of the Café to maintain safe noise levels for its festivals. Conversations were also held with the individuals leading the effort for safe noise levels
- The Board encouraged the Café to participate in the New Year's Eve celebration that was proposed by Konrad Herling. Some Café patrons went out to Roosevelt Center for the countdown to 2013.

In summary, the board is pleased to report that the state of the cooperative is good!



General Manager's Report

- **Cooperative Overall Report**

- A successful year financially with the cooperative operating in the black, and an increase in our reserves.
- City Debt paid off, with ~\$1000 discrepancy remaining.
- Member loans - letter sent requesting payment preferences: 1 loan paid off in 2012, the others indicated flexibility. Plan for all loans to be paid off by the end of 2014.
- No significant legal, tax or regulatory issues.
- Continued regular advertising and publicity in Greenbelt News Review, PG Gazette, Hyattsville Life & Times and community publications.
- Voted “best local music venue” by WTOP radio after grassroots campaign!
- Modest facility improvements included:
 - Push bars installed on back doors
 - Minor repair/improvements to bar area and keg cooler
 - Major cleaning of office, bar, stage & storage areas
 - Second keg cooler purchased for cold storage of inventory
 - New surge protectors/battery back-ups for registers
 - Gutter/drainage improvements on the roof - eliminating the Waterfall!
 - Energy Audit undertaken
- Overall the café has run fairly smoothly this year as a business. The focus has continued to be on improving and professionalizing operations.



General Manager's Report

- **Restaurant Operations**

- **Fifth successful year of operation with Chef Karim managing the restaurant under 5-year contract with the NDC Cooperative. The contract is up for renewal in November of this year.**
- **Coordination between the Cooperative and Chef Karim's restaurant business has continued to evolve in a positive direction and the past year has been very successful for both parties.**
- **Chef Karim hosted a variety of successful special events:**
 - **New Year's Eve Celebration**
 - **Valentine's Day Dinner, Corned Beef Hash for St. Patrick's Day**
 - **Lebanese Mountain Bread sold on Sundays - a big hit!**
 - **Blues Burgers for the Blues Festival - sold out!**
 - **Participated in City of Greenbelt's Restaurant Week**
- **Chef Karim took another trip to Lebanon for 3 weeks for his daughter's wedding (& missed the Blues Festival)!**
- **KMK Catering was even busier this year, which helps to spread the word about the café throughout the area.**



General Manager's Report

- **Bar Operations**

- *3rd year of Cooperative running the Bar has been very successful under the management of our Bar Manager Amethyst Dwyer.*
- *Beer selections have evolved as Amethyst has explored new local selections.*
- *We purchased another keg cooler to keep even more beer cold!*
- *A heartfelt thanks to our committed Bar staff & volunteers!*

Connie Davis

Meg Haney

Mike Raul

Sonja Meredith

Mike Stark

Johanna Goderre

Dorian Winterfeld

Craig Tooley

Stacy Woycheck

Jsun Maggio

John Cooper

Barbara Glick

Bill Doley

Karen Wallace



General Manager's Report

- **Music, Art, & Special Events**

- **Music 6 days a week, coordinated by Amethyst Dwyer**

New Deal Café continues to become more prominent in the metro area as a significant venue for local music!

- **Sound engineering by Frank Kayser and a dedicated group of sound volunteers:**

John Vengrouskie, Dorian Winterfeld, Bill Doley, Al Cassels, Matt Holland, Chris Logan, John Cooper, Tim Howe

- **Sound Equipment Maintenance Fund established**

- **Art Display rotated every two months with opening Artist Receptions, coordinated by Julia Wade.**

- **Numerous FONDCA-sponsored events during the past year.**

- **Unique Recurring Events:**

- **Reel & Meal film series**
- **Sunday Jazz Brunch**
- **Kid's Open Mic**
- **Pub Quiz**
- **Belly Dance Hafla**
- **Poetry Open Mic**
- **Saturday Jazz Jams**
- **Sign Language Discussion Brunch**

- **Major Special Events:**

- **Obama Inauguration Screening & Party**
- **Kale-A-Rama!**
- **New Year's Eve Celebration**
- **Eileen Peterson Youth Music Series**
- **Nancy Shaffer Book-Signing & Reception**
- **Crazy Quilt and Blues Festivals!**
- **Numerous 75th Anniversary Events**



Financial Report - 2012 Fiscal Year

New Deal Café Cooperative 2012 Income and Expenses	
Income	
Bar Gross Income	\$ 109,500
KMK Contract Fees	\$ 12,000
Memberships	\$ 2,400
Other Income	\$ 900
Total	\$ 124,800
Expenses & Payments	
Advertising	\$ 1,857
Member Loan Payments	\$ 1,400
City Kitchen	\$ 3,600
Cost of Goods Sold	\$ 39,896
Payroll	\$ 40,501
Music & Entertainment	\$ 4,070
Insurance	\$ 5,226
Taxes	\$ 9,726
Volunteer Meals	\$ 985
Volunteer Appreciation	\$ 1,700
Other Costs	\$ 6,971
Paid into Reserves	\$ 5,308
Total	\$ 121,240



Financial Report - Debts & Assets

New Deal Café Cooperative Debts and Monetary Assets		
	Dec 2011	Dec 2012
Debts		
Member Loans	\$ 11,000	\$ 10,000
City Kitchen Debt	\$ 5,500	\$ 1,800
Total	\$ 16,500	\$ 11,800
Monetary Assets		
Operating Accounts	\$ 6,920	\$ 10,691
Reserve Accounts	\$ 9,002	\$ 13,691



2013 Budget - Board Priorities

The Board established priorities for the 2013 budget and directed the General Manager to develop a budget that addressed them. These are summarized below, in order of priority:

- Increase publicity budget
- Increase reserves
- Pay off City Kitchen debt
- Begin paying off member loans
- Purchase keg cooler



2013 Budget - Overview & Discussion

The 2013 Budget, developed per Board directions, follows. It will be used for assessing actual budget performance throughout the year and as a template for future budgets. Key elements and points of discussion are summarized below:

1. The Bar income and expense estimates in the budget are largely based on last year's actual performance. This is supported by the fact that income over the 1st 3 quarters of 2012 was almost identical to that of 2011.
2. The advertising budget triples that of 2012.
3. Member loan payback is budgeted at \$300/month.
4. Payroll costs are projected to be moderately higher this year, as the Bar Manager pay was increased during July of 2012.
5. \$2000 is budgeted for legal fees, given the restaurant management agreement renegotiation this year.
6. \$3360 is budgeted for \$5/shift for volunteer meals for bar and sound volunteers. Karim has agreed to match this.
7. Reserves are projected to increase by \$3584.



2013 Budget - Simplified Summary

New Deal Café Cooperative 2013 Budget Summary	
Income	
Bar Gross Income	\$ 107,300
KMK Contract Fees	\$ 12,000
Memberships	\$ 1,000
Total	\$ 120,300
Expenses & Payments	
Advertising & Promotion	\$ 2,507
Member Loan Debt Payments	\$ 3,600
Cost of Goods Sold	\$ 43,400
Payroll (includes payroll taxes)	\$ 43,948
Legal Fees	\$ 2,000
Musics and Entertainment Costs	\$ 2,695
Insurance	\$ 3,700
Taxes	\$ 5,957
Other Costs	\$ 6,299
Repairs & Maintenance	\$ 610
Volunteer Appreciation	\$ 2,000
Paid into Reserves	\$ 3,584
Total	\$ 120,300



Election of Board & Audit Committee Members Results

Candidates for Board of Directors (2 positions open)

-
-
-
-

Candidates for Audit Committee (3 positions open)

-
-
-
-

Nominations may be taken from the floor



Proposed By-Laws Change

Submitted by Member Petition

Proposed by-laws change to Article III, Section 1, paragraph b:

FROM: "Renewing membership in the Cooperative requires a payment of \$25 annual dues"

TO: "Renewing voting membership in the Cooperative requires payment of \$10 annual dues."

Vote to be tallied by show of hands

Adjourn & Farewell



Remember, its not
just a Café, it's
YOUR Cooperative!