

MINUTES

New Deal Café Board of Directors Meeting
Monday, February 27, 2017
Café back room

Attendees:

Board: Michael Hartman (President), Frank Gervasi, Nancy Melandry (Secretary), Terri Goodnow, Tom LeaMond

Audit Committee: Dorian Winterfeld, Mike Stark

Treasurer: Bill Jones

Staff: Amethyst Dwyer, Heather Brooks, Jeremy Erenreich

Visitors: Bill Doley, Dean Boyd, Connie Davis, Peter May, Alan Zambreny, Sandy Irving

Called to order: 6:40pm

Approval and prioritization of proposed agenda as amended.

T. LeaMond / T. Goodnow – Unanimously approved.

Approval of minutes as amended.

T. LeaMond / T. Goodnow – Unanimously approved.

Reports:

President

Treasurer

Operations Manager

Kitchen Coordinator

Bar Manager / Music Coordinator

Old Business:

Front Room Renovation: Table/chairs will be ordered as soon as finish samples received from manufacturer (samples expected this week).

Plumbing and shared water pipeline: New grease trap received. Installation to be scheduled.

Kitchen staffing: Lisa Voith hired as kitchen coordinator. Experienced cook hired for nights.

Front of House staffing: Searching for 1 additional employee to fill front register slot on Wednesday/Friday nights.

GoFundMe campaign: Donations growing slowly, but steadily.

Social Media: Exploring ideas – discussion with “Know 1 Else” regarding ideas for live streaming, promoting GoFundMe. Promoting Thursday/Friday afternoon musicians and new Karaoke night.

Espresso Bar: Espresso service on hold until counter renovations completed. Power availability for electrical heavy up to be confirmed.

Motion: Accept counter design as presented. (Counter design attached.)

T. LeaMond / N. Melandry 2nd / M. Hartman, T. Goodnow – yea / F. Gervasi – nay.

New Business:

Front of House policies and procedures: House policies and procedures booklets have been implemented. There is a booklet at the front register and the bar that contain best practices.

Special events (charges for room, catering, cleanup, etc.): To be determined. Suggestions by systems manager: (1) rent the back room only on days that it is available/approved by the Bar Manager, (2) charge \$125 per hour, which includes 30 minutes set up before and 30 minutes after for cleanup (additional time before or after is \$25 per 15 minutes) (3) \$250 non-refundable deposit that will be applied towards the total, (4) conditions include not bringing in outside alcohol, and paying \$11 per hour for a bartender (5) catering conditions/prices should be answered by Kitchen Managers/Coordinators, (6) allow the client to run a tab at the bar, (7) an employee should be available help set-up and clean-up after.

Basement cleanup: Water pipe snaked and cleared after flooding in kitchen, bathrooms and basement. After Mike Sampson and Heather Brooks discussed with landlord, landlord agreed to contribute one-third of total cost to cover Roto-Rooter bill.

Tipping policies and practices for Back of House and Front of House: Front register employees split their tips evenly based on their hours. Bar employees give dishwasher 10% of the total tips and split the rest.

Summer festivals: Crazy Quilt date TBD; Green Man, May 13, 14; Blues Festival Sept. 16

Art coordinator: Consensus of Board to accept Chrissy Wilkins’ offer to volunteer as Arts Coordinator.

Adjourned – 9:40pm

Submitted by: Nancy Melandry, Secretary