



*New Deal Café Cooperative
Annual Membership Meeting*

May 20, 2012



2012 Annual Meeting Agenda

- **Welcome**
- **Reports**
 - Board of Directors Report - Michael Hartman
 - General Manager Report - Terri Rutledge
 - Financial Report - Terri Rutledge
 - Audit Committee Report - Dorian Winterfeld
- **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 -Secretary/Treasurer
Don Comis
Ed James
Ray Stevens

- **Current Audit Committee:**

Dorian Winterfeld
Katie Taylor
Amina Khalifa

- **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**

- **FONDCA:**

Barbara Simon

Peter May

Chris Logan

Leeann Irwin

Dorian Winterfeld



Board of Directors Report

The New Deal Café Cooperative made history during the past year! The Board of Directors is happy to report that:

- **Debts to banks and creditors were paid off in 2011!**
- **We hired a new Coop General Manager – Terri Rutledge**
- **The Café has a new, and much needed, air conditioning system!**
- **Obtained Directors and Officers Insurance for the 1st time!**
- **The board adopted the Board-Manager operational model in order to improve its performance by adopting policies and delegating implementation to staff.**
- **The Board developed a formal budget process and adopted a detailed budget for the first time.**
- **Restaurant Operations and working relations with KMK continue to improve and were smooth this past year.**
- **Bar operations, Music and Art events, and Special Events were all very successful.**
- **The Board is pleased to report that the state of the cooperative is very good!**



Board of Directors Report

New Deal Café Cooperative Organization and Governance

- **Board of Directors:** Sets policy and goals, responsible to Members for successful operation and fiscal health of Cooperative. Responsible entities on contracts and legal documents (liquor license, etc) *Elected by Members per the By-Laws.*
- **Audit Committee:** Independently Monitors Board activity and reports to members. *Elected by Members per the By-Laws.*
- **General Manager:** Responsible for administrative control of the business and day-to-day operation of the Cooperative. The Board's business interface to the Restaurant Contractor. *Hired by, and reports to Board per the By-Laws.*
- **Bar Manager:** Responsible for day-to-day operation of the bar (inventory, staffing, upkeep). Coordinates activity with General Manager. *Hired by, and reports to the Board per current Board policy.*
- **Committees & Volunteers:** *Appointed by Board, activities coordinated by General Manager.*
 - **Art Committee** – Responsible for Art Shows & Artists Receptions at Café in partnership with FONDCA. Led by Art Director.
 - **Music Committee** – Arranges and books musical performances at the Café. Led by Music Coordinator.
 - **Sound Engineer** – Maintains sound equipment, works sound board, trains volunteers.
 - **Webmaster** – Maintains the New Deal Café Website.



General Manager's Report

- **Restaurant Operations**

- *Fourth successful year of operation with Chef Karim managing the restaurant under 5-year contract with the NDC Cooperative.*
- *Working relationships and procedures between the Cooperative and Chef Karim's restaurant business have continued to evolve in a very 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!*
- *Chef Karim took a much-delayed trip to Lebanon for 3 weeks!*



General Manager's Report

- **Bar Operations**

- *2nd year of Cooperative running the Bar has been very successful under the management of our Bar Manager Amethyst Dwyer.*
- *Bar Staff and Volunteers were trained in Alcohol Awareness.*
- *New Keg Cooler has been a good investment!*
- *Beer dispensing issues seem to have settled out as we have learned to operate and maintain the equipment.*
- *A heartfelt thanks to our committed Bar staff & Bar volunteers!*



General Manager's Report

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

- Music 6 days a week, coordinated by Amethyst Dwyer and Dorian Winterfeld with sound engineering by Frank Kayser.
 - New Deal Café continues to become more prominent in the metro area as a significant venue for local music!
- 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
 - Numerous 75th Anniversary Events
 - Sunday Jazz Brunch
 - Kid's Open Mic
 - Belly Dance Hafla
 - Poetry Open Mic
 - Saturday Jazz Jams
 - GLBT Game Night
 - Sign Language Discussion Brunch
- Major Special Events:
 - John Guernsey Book-Signing & Reception
 - First Greenbelt Artists Studio Tour
 - Wild Vine Book-Signing & Wine Tasting
 - New Year's Eve Celebration
 - Eileen Peterson Youth Music Series
 - Buck Hill returned to the cafe
 - Valentine's Day Dinner
 - Greenbelt Celebratory Sing-Along
 - Crazy Quilt and Blues Festivals



General Manager's Report

- **Significant Café Projects & Accomplishments this past year:**

- New air conditioning installed in back room. A major project that worked out very well!
- Improvements to Art display lighting throughout the café.
- Installation of Keg Cooler fine-tuned with improved condenser ventilation and drain lines.
- New Stage Lights installed (funded by a member donation!)
- New Projector Screen (funded by Reel & Meal donations!)
- Issues with music licensing companies (BMI, SESAC) resolved – we are now legal!
- All Licenses renewed and up to date.
- Café now keeps its own financial records in QuickBooks:
 - Data converted & up-to-date, used for 2012 Budget Development
 - 2011 taxes completed
 - Monthly financial reports to Board
- Minor roof repairs, old A/C unit repair, & interior painting, including the now black! back freezers.
- Regular advertising and publicity in Greenbelt News Review, PG Gazette, Patch, and PG Journal. To be expanded further this coming year.

Website (www.newdealcafe.com) is a one stop portal for calendars, news, and information!



Financial Report - 2011 Fiscal Year

New Deal Café Cooperative 2011 Income and Expenses	
Income	
Bar Gross Income	\$ 107,646.00
KMK Contract Fees	\$ 16,231.00
Total	\$ 123,877.00
Expenses & Payments	
Debt & Loan Payments	\$ 24,648.00
Beer & Wine Cost	\$ 37,477.00
Payroll	\$ 27,098.00
Air Conditioning Project	\$ 12,704.00
Insurance	\$ 2,987.00
Taxes	\$ 10,323.00
City Kitchen	\$ 2,100.00
Training	\$ 731.00
Other Costs	\$ 7,147.00
Paid into Reserves	\$ 1,066.00
Total	\$ 126,281.00
The Café would have had a significant surplus if not for the debt payments & one-time A/C costs.	



Financial Report - Debts & Assets

New Deal Café Cooperative Debts and Monetary Assets			
	Dec 2010	Dec 2011	March 2012
Debts			
Member Loans	\$ 12,776.00	\$ 11,000.00	\$ 11,000.00
Repair Costs (previous years)	\$ 3,454.00	\$ -	\$ -
City Kitchen Debt	\$ 7,600.00	\$ 5,500.00	\$ 4,600.00
BOA Credit Express	\$ 6,457.00	\$ -	\$ -
Credit Card	\$ 1,915.00	\$ -	\$ -
Line of Credit	\$ 11,000.00	\$ -	\$ -
Total	\$ 43,202.00	\$ 16,500.00	\$ 15,600.00
Monetary Assets			
Operating Accounts	\$ 2,604.00	\$ 6,920.00	\$ 4,886.00
Reserve Accounts	\$ 7,936.00	\$ 9,002.00	\$ 10,545.00



2012 Budget - Board Priorities

The Board established priorities for the 2012 budget and directed the General Manager to develop a budget that addressed them. These are summarized below, in order of priority:

- *Create publicity budget*
- *Pay stipends to key regular volunteer positions (Art, Music, Sound, Web)*
- *Increase reserves*
- *Continue to pay off City Kitchen debt*
- *Begin paying off member loans*
- *Increase Café physical security*



2012 Budget - Overview & Discussion

The 2012 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. The 1st quarter of this year validates this.
2. The first quarter of the budget utilizes actuals for that period.
3. Advertising is increased by 75% over 2011.
4. Member loan payback is budgeted at \$200/month.
5. Payments to the City for past kitchen use continue at \$300/month
6. \$2000 is budgeted for push-bars for the back doors and other security improvements.
7. \$602 is budgeted for \$5/shift for volunteer meals, Karim has agreed to match this.
8. Reserves are projected to increase by \$4000.
9. Payroll costs are budgeted higher than last year due to:
 - a. Full year with General Manager (12 m. vs. 8 m. last year)
 - b. Pay increase for Bar Manager to adjust for longer hours
 - c. Inclusion of budgeted 4th bartender shift (approved but not used last year)
 - d. Inclusion of stipend type payments to key regular volunteers
10. Beer Price Increase (+\$.60) to adjust for increased beer costs (1st price increase in at least 5 years)

General Manager Proposed Budget Revision: *After discussions and feedback from members and FONDCA the General Manager has recommended that items 9d and 10 be removed from the approved Budget and further discussed and debated. Board action on the recommendation is pending at this time.*



2012 Budget - Simplified Summary

New Deal Café Cooperative 2012 Budget Summary	
Income	
Bar Gross Income	\$ 112,863.00
KMK Contract Fees	\$ 12,000.00
Memberships	\$ 1,000.00
Total	\$ 125,863.00
Expenses & Payments	
Advertising & Promotion	\$ 723.00
Member Loan Debt Payments	\$ 1,200.00
Security Improvements	\$ 2,000.00
City Kitchen Debt Payments	\$ 3,600.00
Cost of Goods Sold	\$ 39,917.00
Payroll (includes payroll taxes)	\$ 46,474.00
Musics and Entertainment Costs	\$ 3,451.00
Insurance	\$ 3,804.00
Taxes (sales, state, & federal)	\$ 16,491.00
Other Costs	\$ 3,693.41
Repairs & Maintenance	\$ 500.00
Paid into Reserves (short and long term)	\$ 4,009.59
Total	\$ 125,863.00



2012 Budget - QuickBooks P/L Fiscal Year Summary

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05/14/12
Accrual Basis

New Deal Cafe Profit & Loss Budget Overview January through December 2012

	Jan - Dec 12		Jan - Dec 12
Ordinary Income/Expense		Payroll Service	432.00
Income		Total Professional Fees	1,177.00
Bar Sales		Repairs and Maintenance	500.00
Beer Increase - estimate	5,670.00	Reserves	
Bar Sales - Other	107,193.00	Long-Term	2,000.00
Total Bar Sales	112,863.00	Short-Term	2,009.59
KMK monthly co-op fee	12,000.00	Total Reserves	4,009.59
Memberships	1,000.00	Sales Tax	9,645.00
Total Income	125,863.00	Sales Tax - price increase	504.00
Cost of Goods Sold		Security	
Cash Over/Short	23.00	Security Bars	1,500.00
Drink Purchases		Video Cameras	500.00
Alcohol	38,131.00	Total Security	2,000.00
Total Drink Purchases	38,131.00	Taxes	
Fruit Purchases	232.00	Federal Income 2012	3,300.00
Restaurant Supplies	929.00	Income Tax 2011	1,185.00
Volunteer Meals	602.00	State Income 2012	1,857.00
Total COGS	39,917.00	Total Taxes	6,342.00
Gross Profit	85,946.00	Total Expense	85,946.00
Expense		Net Ordinary Income	0.00
Advertising and Promotion		Net Income	0.00
Display Ads	474.00		
Promotion	249.00		
Total Advertising and Promotion	723.00		
Bank Service Charges	46.00		
Charitable Contributions	75.00		
City Kitchen	3,600.00		
Computer and Internet Expenses	95.00		
Dues and Subscriptions	350.00		
Gifts & Flowers	9.85		
Insurance Expense			
Director's & Officers Ins.	2,744.00		
General Liability Insurance	250.00		
Worker's Compensation	810.00		
Total Insurance Expense	3,804.00		
Licenses & Permits	1,071.00		
Member Loans	1,200.00		
Music and Entertainment			
Music Licensing	3,006.00		
Music and Entertainment - Other	445.00		
Total Music and Entertainment	3,451.00		
Office Supplies	761.56		
Payroll Expenses			
Payroll - Management & Bar	32,405.00		
Payroll - Support Services	3,339.00		
Total Payroll Expenses	35,744.00		
Payroll Taxes			
FED Unemployment	202.00		
FED Withholding	4,251.00		
MD Unemployment	3,219.00		
MD Withholding	1,602.00		
New Payroll Taxes	1,456.00		
Total Payroll Taxes	10,730.00		
Postage and Delivery	108.00		
Professional Fees			
Accounting	745.00		



Election of Board & Audit Committee Members

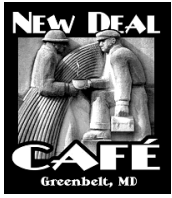
Candidates for Board of Directors (4 positions open)

- Ed James
- Ray Stevens
- Michael Hartman
-

Candidates for Audit Committee (3 positions open)

-
-
-

Nominations may be taken from the floor



NDC Committee/Other Reports

- Music - Amethyst Dwyer
- Art - Julia Wade
- Friends Of New Deal Café Arts (FONDCA) -
Barbara Simon

Adjourn & Farewell



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