



New Deal Cafe Cooperative  
General Manager's Report  
October 2011

Overall Summary

October has been a fairly routine month for the café, hopefully with more to follow. There was a lot of administrative catching up to do, we held a successful sound training session, and Karim beautifully catered several special events in the back room.

Financial Summary

I've attached the September 2011 Financial Report, showing a total net income of -\$816 for September, primarily because of significant income tax payments. As anticipated, September brought much higher daily deposits than the previous months, which was a nice coincidence given that we had those unexpectedly large income tax payments.

Avg Gross Income Per Night for September:   \$395

Busiest Non-Festival Night:   Friday, September 2   KERQ   \$893

There was much financial and administrative catch-up to be done this month, as things were put off during the prior busy months. This week I will begin to input the financial data into the existing QuickBooks file. It turns out I didn't have the latest version of our books because they were updated the last time we met with Natalie, and she has been mostly out of the office this month. I just received the update and can finally begin. Also, now that we have tax information and updated insurance amounts, we can begin to project cash flow with some reliability for the rest of the year.

## **Projects and Events**

### **Catered Events**

The Greenbelt Museum held a Mix-and-Mingle at the café on an early Wednesday evening, Rodney Roberts held a political fundraiser on a Sunday afternoon, and there were several birthday parties and funeral receptions held in the back room of the cafe. Karim and Maria appear to produce these with ease, and the events seem to always turn out very nicely.

### **Liquor Board**

We have not heard from the County Liquor Board about our exemption from the new entertainment permit yet.

### **Entertainment**

Chris Logan and Frank Kayser led the first Sound Training Session with a group of 8 eager volunteers. Chris and Frank were quite a team – very informative and entertaining, and some volunteers have already jumped in to help in setting up the bands. We will try to schedule another class within the next few months for new volunteers, and as a refresher.

I've also put together a Binder of Performer Profiles, attempting to collect and organize band information that we can reference easily when doing sound scheduling and set-up. Frank is working on setting something up that the performers can draw themselves on a stage plot, so that we can have them set up properly before they even arrive!

### **Bar Operations**

Amethyst has ordered a new Oktoberfest beer – the Heavy Seas Marzen, which won several awards, as most of her beers have. She is keeping the café on the edge with our special selection of award-winning beers! The Norton Chrysallis wine (from the Todd Kliman book-signing) has run out, but there are still 2 bottles of the Norton Rockbridge left. We have some customers who drink it regularly, so anticipate that it may be finished after this month.

### **Signage for Stage**

A committee was formed to look into purchasing a new sign for use behind the stage, and we held our first information-gathering meeting.

### Restaurant Contract and Facilities

Met with Karim and Maria periodically regarding café operations. Karim had the stove fan and hood professionally cleaned (from the inside and the rooftop!) I clarified some operations of the new air conditioner with the manufacturer, and reset the thermostats accordingly. We recycled a few large electronic items from the office, and Craig and Bill fixed a couple of bar stools.

### FONDCA

The Art Reception was held this month, with young singers and a keyboard set up in the front room, along with the featured band on the back room stage. The artists from this show seem to be successfully selling their pieces, particularly Paul Downs and his intricate stick art, which keeps filling more and more of the back room walls, and hangs beautifully from all over the ceiling too!

### Meetings

Board Meetings = 1

Committee Meetings = 7+

### Upcoming Projects & Activities

Research and installation of a credit card machine is next on the priority list for major projects, as is QuickBooks implementation. The next special event will be the Costume Parade and the Greenbelt Pumpkin Festival on October 28.

*Terri Rutledge*

**NDC Co-op General Manager**