

New Deal Café Board of Directors Meeting (online)
Wednesday, May 27, 2020
MINUTES

Attendees

Board of Directors: Tom LeaMond (President), Mark Cheater (secretary), Michael Hartman, Dorian Winterfeld (treasurer), Diana McFadden

Audit Committee: Raven Eyes Cagle, Naomi Littlefield

Staff: Amethyst Dwyer

DC Vegan: Michael and Leah Moon, Stephen Clapp, Heather Brooks

FONDCA: Meg Haney, Peter May

Visitors: Connie Davis, Joe Harris, Mike Rall, Alan Zambreny, Lore Rosenthal, John Klinovsky, Aileen Kroll, Kathy Bartolomeo, Greg Meyer

Call to order – 6:34 pm

Approval of minutes of 4/27/20 board meeting

Dorian W. / Michael H – 2nd / approved unanimously

Reports

DCVegan: Presentation by Stephen Clapp and Michael and Leah Moon: DCV Covid Response & Reopening Plan. Questions from board and members; discussion. Written copy of DCV presentation will be provided to board (appended to these minutes).

President: The board has been busy with efforts to raise money by applying to government pandemic aid programs and sending out requests for donations; discussing possible plans for re-opening, petitioning the Greenbelt City Council to grant permission for the Cafe to use Roosevelt Center; and planning an online auction fundraiser for the fall.

Treasurer: In the past month, the Cafe has raised a total of about \$6,400 from gift card purchases and donations through PayPal. (Discussion of possibility of doing carryout beer and wine sales during closure; board members and bar manager pointed out that this had been considered but logistical, financial and safety challenges appeared to make it impractical.)

Secretary: Thanked donors for generosity, requested items for June newsletter.

Audit Committee: No report.

FONDCA: Discussion of possibility of holding Blues Festival in the fall and/or holding smaller music events in Roosevelt Center (for which city permission would be required).

Bar Manager: Womyn's Music Festival (scheduled for August) has been cancelled; contacting bands scheduled to perform at Cafe in June and cancelling those dates. The Labor Day weekend headline band has cancelled.

Old Business

Annual Meeting: Still on hold. Michael H. is in touch with Greenbelt Homes Inc. about their plans for holding their annual meeting. Like the Cafe, the biggest challenge they face is how to conduct a vote safely (and accepting nominations from the floor on the day of the meeting).

Online Fundraising Auction: Volunteer Arlene Kaminsky will lead this project for the Cafe. She needs additional volunteers to help run the auction, and donations of valuable items/services that can be auctioned off. The board tentatively set the dates for auction as Sept. 8 to 26.

New Business

Letter to Greenbelt City Council: Discussion of petition for Cafe to use some/all of Roosevelt Center for seating. Mark C. will draft the letter and circulate for comments.

Re-opening Scenarios: Discussion of liability concerns, risks, and best practices re: reopening restaurant and bar, along with the differing timelines and guidelines for re-opening set forth by the county, state and federal government.

Next Meeting: Scheduled for June 22.

Adjourned at 8:37pm

Submitted by M. Cheater 5/25/20

DCV COVID Response & Reopening Plan May 27th, 2020

DCV COVID Response: Serving the Community

- Feed Greenbelt
- Feed the Frontline
- Fill Your Fridge
- Holiday Menus (Easter, Mother's Day, Memorial Day, Father's Day coming up!)
- Online Ordering System for Takeout 6 Days/Week
- Dinner & a Movie
- Free Produce Baskets

For more info follow @dcvegancatering on IG & FB

COVID Impacts

- DCV Operating at 5% of pre-COVID sales
- Drastic staffing and operational reductions will be necessary to re-open

Overall Goals for Re-Opening

1. As front-line workers, all DCV and NDC staff operate safely and in a healthy environment
2. All community patrons can enjoy a safe and healthy experience during their visit
3. Necessary staffing reductions will be offset by procedural changes, which will be covered today

4. Profitability will be increased for both DCV and NDC
5. DCV and NDC will continue to serve as a community hub for Greenbelt and beyond
6. DCV will provide NDC with ample time for any necessary adjustments prior to re-opening

Opportunities presented by COVID

1. Online ordering makes lunch menu possible
 - Upon reopening (date TBD) we will be extending hours to provide a takeout lunch menu Tuesday –Friday
 - Weekend lunch will return to pre-COVID service level
2. Postmates delivery

Essential Changes Necessary due to COVID-19 Pandemic

1. Food service will move to 100% compostables
2. Restaurant will move to single use menus
3. Access to front room sound system will move to behind front counter
4. Self-bussing stations will be added to the front room, bar and patio areas
5. Water stations will no longer available
 - Boxed water available for purchase
 - Front of house and bar can provide tap water upon request
6. Take-out will move to online ordering only

7. DCV can no longer manage reservations
8. DCV can no longer provide In-kind meals to music program or discounts to staff and volunteers
9. DCV staff will be required to purchase alcohol at full price
10. DCV will release all bar activities to NDC

Changes in DCV Relationship to Bar Activities

The following essential adaptations are due to reduced staffing and capacity as a direct result of the COVID-19 pandemic

1. Food service will only be provided at front of house; Alcohol service will only be provided at the bar
 - DCV will continue to sell alcohol at front of house ONLY when bar is closed
 - DCV will not sell alcohol any time bar is open
2. Bar will no longer sell food
 - DCV will provide a late-night staff member to handle food sales in accordance with liquor license
 - This staff person will make nightly deposits for front register
3. DCV personnel can no longer run drinks when bar is open
4. DCV personnel can no longer change bar kegs
5. DCV personnel can no longer receive alcohol deliveries for the bar or write checks on behalf of NDC
6. Bar glassware can no longer be washed on-demand

- DCV will clean glassware but the time-frame will be at DCV staff discretion

Notification of Operational Changes

In an effort to provide NDC with ample time to adjust to these necessary operational changes, DCV will provide documentation of these changes to NDC board members following this evening's board meeting.