

Community Cafe Board of Directors Annual Meeting Minutes

Location: St. Andrews, Room 325

Attendance: Daniel/Melanie Foster; Julie Kwasnica; Amy Allison; Ted Jaenicke; Dennis Shea; Jeff Packard, Ron Rovansek

The meeting was convened at 6:34 by Daniel F. A quorum was declared.

The minutes from November 6th were approved with no corrections.

Ron R. delivered an annual report as executive director (attached).

- Finances were discussed.
- Discussion on Policy for Positive Dining Experience.
Amy Allison will draft a policy by February 1st including:
Language
Steps of Consequences.
- Discussion procedures for “non-safe” patron behavior.
- Discussion on procedure for donations

Jeff P. deliver the Rector report.

- Discussion on patron behavior.

There were Special Committees to Report.

The Special Order was the election of officers. The first item was clarification of terms for current board members.

Dennis S. & Ted J. - Term expires in January 2022.

Julie K. & Amy A. - Term expires in January 2021.

Melanie/Daniel F. - - Term expires in January 2020.

Note: Bylaws were reviewed. Upon completion of a three-year term, the member must be off the board for one year prior to serving another term. This impacts current members Dennis Shea and Ted Jaenicke.

Officer elections were conducted. All officer terms expire in January 2020. All positions were elected by acclamation.

Chair - Dennis Shea

Secretary - Daniel & Melanie Foster

Executive Director- Ron Rovansek

The gavel was passed to from Daniel Foster, interim organizing chair, to Dennis Shea, newly elected Chair to conduct the remainder of the annual meeting.

Daniel Foster presented the Volunteer Celebration Feedback. Specific conversation was on being responsive to collected feedback.

- Discussion on Volunteer Orientation/Operations Handbook to be stored in kitchen. Ron is writing and will present in April
- Discussion on implementing team structure. Dennis and Ron will collaborate on implementing team capitan structure
- Discussion on “Safety Procedures” including Food Safety Issues.
 - Ron agreed to explore ServeSafe requirements/training.
- Upgrading Kitchen Equipments/Implements
 - Ron indicated plan to build emergency reserve to Cafe equipment.
- Place in the larger structure of County Services.
 - Amy will research for appropriate numbers to post/share.

Dennis S. volunteer to compose a one page response for all volunteers to feedback provided for kitchen and to be anchored to the website.

Daniel F moved to postpone review of the purpose, mission and values of the Community Cafe to the April Meeting. Motion passed unanimously.

Julie K. presented the website and requested anything to share on it. Agenda, Minutes (with reports) and other information will be presented on Website.

It was looking to determine dates for 2019 Meetings (April, July, October). Discussion was around working with the 1st Sunday of Each Month:

April	-	Sunday, April 7th
July	-	Sunday, June 30th
October-		Sunday, October 6th

The meeting was declared to adjourned by Chairmen Shea at 8:19pm.

Board Member Action Items

- Dennis
 - Assist in implementing Capitan Structure with Ron
 - Draft response to Volunteer Feedback
 - Search out ServeSafe Information
- Daniel/Melanie
 - Complete January Minutes.
- Ted
 - Not Assigned
- Amy
- Julie
 - Develop "Positive Dining Experiences" Policy by February 1st.
 - Researching the Community Resources/Helping
- Ron
 - Post on Website
 - Write Operations Manual
- Jeff
 - Assist with ServeSafe Resource in Church.

Future Regularly Scheduled Meetings (note: Special Meeting Sessions can be called):

- April Meeting
 - Development of the Community Cafe Purpose, Mission, Values
 - Review of Cafe Operations Manual & Flow Chart (Ron)
- July Meeting
 -
- October Meeting
 - Nominating
- January 2020 Meeting (Annual Meeting)
 - Officer Election
 - Bylaws Amendments Considered

Attachment:

Community Café Annual Report

6 January, 2019

Finances

Café continues to operate in the black. Approximate Annual income is \$8500, similar to last year.

Proposed Budget

I do not have final numbers for previous years, but I propose we allocate budget as follows:

- Weekly Operating Expenses = (average of previous years)
- Minor Capital Improvements = \$1500
- Reserve Fund = \$8,500 – Weekly operating expenses

Upcoming Activities

Fund raisers will be similar to previous years:

- Trivia night in February
- Pie Sale at Arts Fest
- Chutney Sale for Holidays

This year we had a fundraiser with Happy Valley Improv, but I don't know if that will happen next year.

Misc. Happenings

- We are now picking up donations from Trader Joes Wednesday and Thursday mornings.
- I am working toward having a team captain for each team who organizes and directs the team.
- ServeState will continue to provide 3 to 5 volunteers at 6:30 pm to close most weeks during the semester.
- We currently have five teams, including one team formed entirely from the membership of an outside group (DSA). This team might be a model for future teams.

Emerging Issues for Discussion

Guidelines for banning a patron

We have two separate problems that might call for banning of a patron. One is a person who smells very strongly. At what point do we decide his impact on other diners is too great and we ask him not to return until he smells better? Another issue is one patron who has repeatedly verbally assaulted other patrons. Where do we draw the line and tell him not to return? I think the board should contemplate a set of guidelines for banning patrons.

Possible change of procedure with donations

Another possible issue is the presence of donations, mostly baked goods, in Canterbury Hall Wednesday nights. I think people are coming in to take food. The concern is that we are inviting unsupervised strangers into the church.