

# Community Cafe Board of Directors

## April Meeting Minutes

Location: St. Andrews, Canterbury

Time: April 7, 2019; 7pm-9pm

Attendance:

Dennis Shea (Chair); Daniel Foster (Secretary); Julie Kwasnica; Ted Jaenicke; Jeff Packard, Ron Rovanseck; Amy Allison

The meeting was convened at 7:06pm by Dennis Shea. A quorum was declared.

The minutes from January were approved with no corrections.

Ron R. delivered an annual report as executive director.

- Patrons
  - Discussed implementation of Positive Patron Policy drafted by Amy Allison (See appendix A). Approved by Board
    - Continued discussion on patron management policies.
    - Discussion of maintaining inclusive practice.
- Food Supplies
  - Discuss concerns of continued access to meats from Trader Joes. Possibility of increasing to 3 cars on Trader Joe's pick up and extending to three pickups a week
- Equipment/Kitchen Concerns
  - Continued investment in dishwasher. Most parts replaced in past three months (1st quarter of 2019).
  - Cutting Surfaces were re-surfaced and improved by Scott Thomas.
- Operations
  - Captain Policy is being piloted. Two captains per team. Ron shared Captain duties list draft. Reviewed by Board.
  - Discussed other external group forming teams.
- Finances
  - Unexpected expenditures include dishwasher investment (approximately 200) and . Paid by Cafe Funds.
  - Anticipate funds of \$2000 earned from Trivia night.
  - Community Cafe Pork Project is continuing. Anticipated \$1200 income in next quarter.
  - Cramer's are hosting "Farm to Fork" Dinner in October 2019. More information to come.

Jeff P. deliver the Rector report.

- Everything is great.

There were no Special Committees to Report.

Dennis moved with no objection to postpone the Development of the Community Cafe Purpose, Mission, Values

Board requested for executive director to develop 1-pager for “new member” - Dennis accepted task.  
Board requested for a 1-pager of “what is executive director” - Ron accepted task.

Ted volunteered to explore team communication best practices.

Jeff will reach out to Barb Downes to discuss best practices for promoting a safe dining experiences.

The meeting was declared to adjourned by Chairmen Shea at 8:42pm.

#### Board Member Action Items for July Meeting

- Dennis
  - Develop 1-pager for “new members”
  - Report out actions response to volunteer feedback
  - Explore ServeSafe Information
  
- Daniel/Melanie
  - Post April Minutes
  
- Ted
  - Explore Team Communication Best Practices.
  
- Amy
  - NA
  
- Julie
  - NA
  
- Ron (Executive Director)
  - Explore keeping dishwasher to safety code specs.
  - Develop 1-pager for “what is executive director”
  
- Jeff (Rector)
  - Speak to Barb Downes re: safe dining experiences/courtesy corps.
  - Speak to normalizing financial reporting.

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

- June 30th 2019 Meeting
- October 6th - October 2019 Meeting
  - Nominating
- January 2020 Meeting (Annual Meeting)
  - Officer Election
  - Bylaws Amendments Considered
- April 2020 Meeting

#### **Appendix A: Positive Patron Policy**

The Community Café is a safe place to gather for a nutritious meal. In order to maintain this environment, there are expectations for all patrons of the café which include but are not limited to the following:

- appropriate behavior and speech among patrons and with volunteers,
- appropriate grooming, and
- appropriate and overall supportive attitude.

Should any of these expectations be violated, or should other situations arise, it is up to the discretion of the director, team leader, or church staff members to address the incident. Patrons in violation could be asked to leave.

*Centre Helps: <https://www.centrehelps.org/> (24/7 referrals for a variety of needs.)*