

**Chester's Community Grocery Co-op  
Steering Committee Meeting  
May 14, 2007  
Minutes**

Attendees: Robert Auerbach, Joan Broadfield, LarRaine Branch, Joe Henwood, Ken Wright, Jack Cavanaugh, Tina Johnson, Alton Loper

6:05 meeting called to order.

**General Membership Meeting**

General Membership Meeting will be held on May 21 at 7:00 PM at the Armory.

Joan Broadfield will prepare the agenda and distribute to Steering Committee members for review and comments.

We must have a registration table to ensure only members are entering. Membership committee will organize registration table.

Basic agenda for the meeting:

Introductions  
Review of Roberts Rules of Order  
Treasurer's Report

Each committee will present a 5 minute report on what they have accomplished.

We will discuss the proposal process and how members can submit proposals for next meeting.

Proposals for meeting:

Nominating committee will propose candidates to server on the the Board of Directors and as Officers. The membership will vote on the candidates.

Proposal to accept the by-laws and articles of incorporation. The by-laws and articles will be read aloud. We will provide copies for the members.

**Orientation Meeting**

The next orientation Meeting will be held this Thursday May 16 at Freeman's Gallery at 7:00.

Mr. Loper will discuss general member workslots. Each member of the Steering Committee will assume responsibility for the Farm Fresh Market for one Saturday.

Ken for May 26  
Rob for June 2  
Christine for June 9  
Jack for June 16  
Joan for July 14

We will provide sign-up sheets at General Membership Meeting for work slots. There will be 3 work slots, set-up, sales and breakdown, for which members can sign-up.

### **Church Liaison Orientation Meeting at Grace United**

Rob Auerbach reported on the meeting. It was a small turnout, but there was some good discussion and several people signed-up.

LaRaine Branch commented on how well it went at Swarthmore Presbyterian Church. There was a great deal of interest by church members and what they can do to help the Co-op. Swarthmore Presbyterian plans to speak about the Co-op to other churches with which they are involved. They hope to get these churches to sponsor a day at the Farm Fresh Market.

Swarthmore Presbyterian Church provided the Coop with \$1,448 for the Farm Fresh Market and \$1,000 to assist people that cannot afford membership.

### **Marketing Committee**

The invitation for the General Membership Meeting was great!!! Loud applause for Ken. Ken is to bring 30 posters to the General Membership Meeting for members to take and post.

### **Wellness Committee**

Rob has a list of participants who came to the Wellness Fair and will bring the list on Saturday to Farm Fresh Market.

Thank you notes will go out to people that helped at the Fair.

### **Finance and Administration Committee**

Jack Cavanaugh is the newly appointed chair to the Finance and Administration Committee. All information pertaining to membership is with Mr. Loper. Jack will assist with mailings. The committee is looking for software that is user-friendly and simple to use that will serve as a database for membership information. All administration information will go through Jack.

### **Potential Lenders follow-up letters and updates.**

We need to strategize how we will follow-up with the individuals that attended the Lender meetings in April. We need to determine how to transition communication from Joe to other members of the Steering Committee.

### **TRF Application**

We need to rework the Pro Forma financials, so Jack and Tina made the decision to pull current application in order to draft a new application with more current financials.

### **D.C. Visit**

Kate Smith asked Tina to attend a meeting in D.C. Tina had lunch with a Deputy UnderSecretary from the Agricultural Development. The Deputy UnderSecretary believes the Co-op would qualify for an SBA 504 loan. We should open a dialogue with First Keystone to explore lending options. The National Cooperative Bank in D.C. may be able to provide a construction loan. Also, the Co-op, although it is a for-profit entity, may qualify for grants awarded towards Co-op development projects.

### **Elwyn Choices School Partnership**

Tina and Mr. Loper met with Jackie Denny from the Elwyn Choices School to explore opportunities for her students to volunteer at the Co-op. We discussed having a Saturday in June in which the students and their parents could come to the Farm Fresh Market to spend the day. The purpose is to expose students to mentors outside the classroom. They could work with the Co-op once or twice a month.

Secondly, we would partner with the school to develop a community garden. We could sell the produce from the garden at the Farm Fresh Market.

### **Architectural Plans**

Jerry Childers is doing architectural plans for the build-out of the building so that we can incorporate those costs into our Pro Forma financials. This should be complete in 4 weeks.

Meeting adjourned at 7:15.