

Chester's Community Grocery Co-op  
Steering Committee Meeting Minutes  
February 5, 2007

Present: Tina Johnson, LarRaine Branch, Rob Auerbach, Alton Loper, Joe Henwood,  
Christine Lussier

Meeting called to order 6:00

Old Business

**Secretary's Report** – Requested motion to approve minutes from January 22, 2007.

Motion to approve by Rob

Seconded by Joe

All approved

**Treasurer Report** - There is nothing new to report since Saturday's Member Meeting

**Membership Committee** – Report presented by Alton

We want to incorporate the church liason and membership committee meetings on the same day. Meetings will be held on Mondays. Goal is to keep meetings to one day a week and hopefully get members from each committee involved in the other committee.

Discussion followed about how to create publicity for the Co-op.

Alton suggested putting information on the Co-op in the local paper. We would use the first page from the report prepared by Joe.

Joe will mail the article to all local newspapers and Joe's contacts – regular mail and email pdf file.

How do we get on Channel 11 (the school news channel?) Joe will contact Adrian Irving – Communications Director at City Hall to get something posted on Channel 11.

There was a suggestion to create a postcard to mail to all Chester residents – mass mailing.

Tina suggested doing an infomercial on the Comcast channel for Delaware County.

**Product Committee** – Tina presented updates

There is a meeting tomorrow evening. Product Tasting Meeting will be March 3 or March 10. Discussion followed about possible places to have the product tasting. Currently, the choice is between the YWCA or the Friends Meeting House. Rob suggested asking several local churches if we could use their kitchens.

Discussion followed whether we should open the Product Tasting Meeting to non-members and use this as a recruiting tool. It was decided that we would allow each adult member of the household to bring a non-member as a guest.

**Finance and Administration Committee** – Joe presented updates

The committee is working on membership sale projections and projecting built-out costs and reviewing integrity of the pro-forma financial program. The committee is close to publishing final projected numbers. Projected equity numbers are:

\$100,000 TRF – The Reinvestment Fund

\$100,000 Owner Equity

\$100,000 Loan Program

Goldmine program – Joe is working on getting multiple licenses.

The Patient Investor Program is a loan program with lower interest rates and longer terms.

\$625,000 of patient investment is needed to meet our financial projections.

Patient Investor Program – We are mimicking Park Slope program for smaller loans. We are also contacting wealthy individuals that may be willing to provide us with larger, more significant loans.

**Legal Services Committee** – Joe and Tina presented updates

Service Contract – we have a draft of a contract. Joes is waiting to hear back from Mike.

Conflict Policy – Members please review conflict policy and provide your comments so we can draft a final conflict policy.

Option Agreement – Building committee to meet in next couple of weeks to review latest option agreement.

**Church Liason Committee** – Report presented by LarRaine

Meeting is next Monday. We are reaching out to local pastors and looking to have a membership drive at Zion Baptist Church. We are trying to get a couple of the pastors to come to orientation meetings so they can bring information on the Co-op back to their congregations.

**Development Committee** – Report presented by Tina

Keystone Development is going to apply for the CSREES Grant on behalf of the Co-op. This is a grant awarded to food sources located in urban environments that work with local farmers. Because only a non-profit can apply for this grant, KDC will apply on our behalf. KDC will be a fiscal agent for the Co-op. Grant request due February 12.

Business Plan – much progress was made with Kate Smith last week. We are waiting for pro-forma financial numbers to complete. Narrative is complete.

Farmers Market – By opening initially as a Farmers Market, we can still meet our March opening date. We will be selling products that are produced this time of year. We will be buying directly from an Amish cooperative which grows food organically. This will be open to the public.

Tina is to go to City Hall this week to research getting the appropriate permits. We are looking at Ethel Waters Park and the lot behind the post office.

Tina has asked for help from Steering Committee members and Co-op members to get the Farmers Market started. She will be working with Kate Smith to make this happen.

Plan is to open on March 31.

We need to put information on the Farmers Market in the next newsletter.

**New Business** - Report presented by Tina.

Chester Think Tank is interested in working with the Co-op. They want to work on projects in Chester that are active. Representative from Chester Think Tank would like to come to our next meetings so we can share with them how we would like them to help us.

LarRaine suggested CTT could issue a challenge to the Chester churches in the giving of their support in time to motivate them to raise interest in joining the Co-op among church members.

Committees should be thinking of the types of need they have- certain expertise that is currently missing and email them to Tina before the February 19<sup>th</sup> Steering Committee Meeting.

Tina suggested changing Steering Committee meeting schedule to one day a month beginning in March.

Meeting Adjourned 7:52.