

**Chester's Community Grocery Co-op
Steering Committee minutes
June 27, 2006**

The steering committee met at the CityTeam's offices, kindness of Joe Henwood.

Present were Tina Johnson, Mike Froehlich, Nessie Johnson, Joe Henwood, Gerwayne Johnson, LaRaine Melton, Joan Broadfield, and Tom Quiqley. Rob Auerbach had sent regrets; Tara Jones-Stephens was detained by a work obligation.

Tina presided. Joan took minutes.

We reviewed the agenda, and began with announcements and updates.

Visit to Weavers Way board meeting is Wednesday, July 5. Joe invites those attending to meet at CityTeam for dinner at 5 PM, to leave 5:45 for 7 PM meeting. Contact Joe if you expect to eat. Joan offered to car pool, to meet at CityTeam with van if needed.

Joe shared an article in the Inquirer focusing on Swarthmore Co-op as being a best. Joan shared her draft of a brochure about the co-op from Tina's questions list, and requested feedback. It has been emailed to the group. She hopes to have a 2nd draft more completed by the meeting in two weeks. People are encouraged to get back to her with comments and suggestions.

Old business

Logo Competition. We reviewed the events of the logo competition. We understand that Freeman Gallery director had not been clear about the logo competition, although we know that Tara reported being in touch with someone at the Gallery. We considered addressing this issue with the director. We agreed that unless there were active submissions we would forgo the competition and contract with the graphic artist that Rob has suggested; and if the contest continues, but has no declared winner, we will contract with this artist. We agreed that it might make sense to make an overture to the Gallery for a submission, and Joe offered to help. The deadline is Saturday if there are entries.

Membership Committee. Joan reported that she had sent out a short outline, and requested those who had ideas to reply. Thank-you letters are still needed. Joan agreed to draft this week. Membership will have a more complete report at the first full meeting in July.

Letters to businesses and churches. Joe reported they are ready to go now there is a post office box (as announced on email by Mike) and letterhead. PO Address is Chester's Community Grocery Co-op P.O. Box 136 Chester, PA 19013

Articles of Incorporation. We reviewed the requirements to begin the process of articles of incorporation. We approved moving forward. Mike is meeting with Dina Schlossburg at Penn. There is a cost, and we will need a 'land' address. We will also need a 'registered

name'. Tina will work on the process for the name; LaRaine offered her address as our originating address. We approved the cost, total, of \$195 [BREAKDOWN??]. We agreed to reimburse Mike who will submit the articles and the costs.

Park Slope trip. We heard a short anecdotal report on the trip to the Park Slope co-op. This co-op is restricted to members, and there is a system to identify people who come in the door, which limits those entering. Security is an issue here in Chester. We postponed a discussion we need to have on what we might do for security here. We received from Joe xxxxx, Park Slope Co-op manager, a lot of information for Joe Henwood to use to put together our business plan. Those who made the visit expressed enthusiasm for what they saw.

TRF Application. Tina reported that she has met with TRF and the process is moving forward.

PO Box (see above). We thanked Mike for persisting and accomplishing the PO Box. Mike reported that the post office agreed we could use 19013, which he recommended because it is known as the Chester zip.

New Business

Website proposal. Mike has looked at the process of using a website, and offered to options: .com and .coop. '.com' is free, the '.co-op' seems exclusive and costs. We agreed to .com, which many co=ops use. There is a co-op server which costs 10=15 a month, which may not offer the tech support, but which runs co-operatively. We agreed to use the co-operative server. We recognize changing servers at some time in the future is an option if we feel it is more prudent.

Database. Mike has reviewed the database that Weavers Way has offered, and has identified someone he knows to help him review and make adjustments we will need. We talked about some of the possible trackings, and agreed further discussion was needed about what to track and why. We'll review this at the next full meeting.

In kind donations. We are reminded to keep track of time spent on this work, as it represents a sizeable donation.

Business plan. Joe handed out the outline he'll be using to put together the business plan. We reviewed the outline, saw the rough draft, and agreed to help with parts of it as follows:

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| 1. FOREWORD | Tina |
| 2. EXECUTIVE SUMMARY | Tina |
| 3. MARKET STUDY OVER VIEW | Joe |
| 4. POPULATION AND DEMOGRAPHICS | Mike |
| 5. COMPETITIVE MARKETPLACE FACTORS FOR FOOD MARKETS IN CHESTER AND VICINITY | Tina & Tom |
| 6. OVERVIEW OF PROPOSED FOR-PROFIT CONSUMER COOPERATIVE | |

7. PROJECTED BASE MEMBERSHIP	Tina
8. PROJECTED FLOOR PLAN FOR FOOD CO-OP	LarRaine
9. ASSUMPTIONS REVENUE	Joe & Ed
START-UP AND OPERATING COSTS	Joe
10. FINANCIAL PROJECTIONS	Joe
11. AVAILABILITY OF FINANCING	Joe & Ed
12. RECOMMENDATION	Tina & Joe
13. APPENDIX	
MEMBERS OF THE STEERING COMMITTEE	Joe
GLOSSARY	Joe
REFERENCES	Tina, Tom and Mike should examine what is already there.

If anyone has any questions or needs any kind of assistance, feel free to call me. The goal is to complete the first rough draft of the Market & Feasibility Study by Tuesday, July 11th... and then to have a party!!!!

We adjourned the meeting on time! – 7:25.