

Chester's Community Grocery Co-op
Minutes
7/11/2006

Present: Nessie Johnson (facilitator), Michael Froehlich (minutes), Rob Auerbach, LarRaine Branch, Joan Broadfield, Joe Henwood, Tina Johnson

We met at City Team Ministries

1. Brochure

Joan presented her updated version of the membership brochure and sought feedback. If anyone has any comments, please get them to her as soon as possible.

2. Logos

LarRaine presented the four logo entries that we received as part of our contest last month. They were all very beautiful. Unfortunately, they were not fit as a logo.

- Tina will send letters to the artists thanking them for their submissions.
- Rob will talk to his daughter about designing a logo.

3. Outreach letters

Our outreach letters to the religious and business communities have not yet gone out.

- LarRaine will send them out by the end of the week, i.e., 7/12/2006.

4. Membership Drive and Orientation

The Membership Committee (LarRaine, Rob, and Joan) reported that we will have our first membership meeting on Thursday, August 3, 2006, at 7:00pm. They are still looking for a site but hope to have it at the old courthouse. In the alternative, they will seek to have it at the Freeman Art Gallery.

We decided that we will accept membership dues from potential members but individuals will not be considered members unless/until they have gone through an orientation.

5. Incorporation Process

Mike reported on the incorporation process and presented draft Articles of Incorporation. Dina Schlossberg at U/Penn continues to advise us on this process. Joan wanted clarification on how shares will be apportioned to each member. Tina noted that we should anticipate up to 20,000 members within five years. Rob replaced Nessie as an incorporator.

- Mike will revise the Articles and get clarification on how to apportion shares. He will bring these for signing to the next meeting.
- Tina will amend our EIN with the IRS

The Steering Committee approved spending an additional \$340 for the incorporation process as follows:

| | |
|--------------------------------------------|-------------|
| IRS Employer Identification Number (EIN) | Free |
| Amending our EIN | Free |
| Registration of our Fictitious Name (done) | \$70 (paid) |

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|----------------------------------------------------------------|-------|
| Amending our Fictitious Name | \$70 |
| Filing our Articles of Incorporation | \$125 |
| Advertising our Incorporation in Delaware County Times | \$75 |
| Advertising our Incorporation in Delaware County Legal Journal | \$70 |
| TOTAL | \$340 |

6. Steering Committee Membership

We considered adding an experienced grocery retail expert to the Steering Committee. Some had concerns about the composition of the existing Steering Committee. We decided to hold off on adding additional people to the Steering Committee at this time.

- Tina will invite the expert to our next Steering Committee meeting

We discussed the current steering committee membership. The current members of the Committee are: Rob Auerbach, LarRaine Branch, Joan Broadfield, Michael Froehlich, Joe Henwood, Tina Johnson, Nessie Johnson, Tara Jones-Stephens, Gerwayne McElaney, Tom Quigley, and Tim Sams.

- Mike offered to set up steering@chestercoop.com, a central email address that would go to all members (except Tom who does not have email.)

7. Electing Officers

We discussed the growing sophistication of the Co-op and decided that we would benefit by having members serve as officers.

- Each Steering Committee member will consider what position they would like to hold (e.g., President, Vice-President, Treasurer, or Secretary) if any and volunteer for these positions at our next meeting. At that time, we will evaluate all candidacies.

8. Market/Feasibility Draft

Joe presented a draft of his market/feasibility report. He hopes to have it completed by Sunday, July 16. He is basing his projections on comparisons to the Weavers Way and Park Slop. He sees us as being “member-driven” instead of “square-foot-driven” and is drawing conclusions on this basis.

- Each Steering Committee member will provide Joe our comments and suggestions on the Draft by July 16.

9. Building

Joe and Tina have evaluated a building in Chester that seems to meet our needs. It has sufficient floor space, is centrally located, has available parking, and amenable landlords.

- Joe and Tina will arrange a building walk-through for the Steering Committee.
- Joe will arrange for an engineer to look at the building to ensure that it meets our needs

Our next meeting will be Weds, 7/19, at 5:00pm. at CityTeam.