

**Chester's Community Grocery Co-op
Minutes
11/13/2006**

PRESENT: Tina Johnson, Joe Henwood, Alton Loper, Lewis Gyant, Michael Froehlich, Joan Broadfield, Ken Wright

EXCUSED: Gerwayne, Rob, Tara

1. Minutes of 10/30/06

Tentatively approved. Comments to Michael by Thurs, 11/16. If no comments (or uncontroversial comments), will be considered approved and posted on website.

2. Membership Committee

Ken solicited button ideas specific to the membership drive. For example, "OM²." Folks agreed to brainstorm ideas (not to exceed four words) and get back to Ken.

Ken presented ideas about a tri-fold flier and an insert. He will send these to Michael to post it on-line.

Police report presentation—Rob and Alton have not coordinated. Alton will email Rob about this.

We debriefed about the last membership meeting held at the Chester Friends Meeting. It was a bit dark.

Membership meeting on 11/14/06 at the Freeman Art Gallery.

Rob will bring food. Joan & Mike will not be there. Anyone who joins at the 11/14 meeting will get an invitation to the 11/30 meeting.

Membership meeting on 11/20/06 at Widener.

Member-owner meeting on 11/30/06

Ken presented a draft agenda for the member-owner meetings

Ken will print invitations for the member-owner meeting and they will go out tomorrow, 11/14.

Ken will send the invitation to Michael. He'll post it on-line, too.

Ken will invite Jerry Childers, our architect.

Food for the member-owner meeting on 11/30--We'll look into hiring Wendall for food.

We approved proposal to spend money on the meeting.

Alton will look into music for the evening.

Gerwayne will decorate.

3. Marketing Committee

Logo Tagline—"Chester's Co-op: A Community Owned Grocery" approved

Joan's tri-fold will be superseded by Ken's tri-fold.
Rob's flier will be superseded by Ken's tri-fold and accompanying insert.

Newsletter update—we have a mock-up of the newsletter. Now we need 150-200 word stories:

- Joe will write “hot news”
- Tina will write “president's corner”
- Joan will write “owner-member news”
- Tina will write “how we got started”
- Bernice will write “recipe of the month”
- Joan will write “member testimonials”
- Ken will write “how you can help”

Newsletter should be ready to go by 11/30. Deadline for stories is 11/20.

4. Finance/Administration Committee

Joe met with Jack Cavanaugh from Swarthmore Co-op. Got info about store fixtures. He looked at our first year projections.

Joe met with Marshall Muhammad, our accountant advisor. They're going to set up QuickBooks.

Treasurer's Report—Our checking has \$4440. Our savings is \$5946.47. Undeposited checks of about \$300. Joe will do an aging of our receivables, i.e., a projection of our anticipated income over the next 30-90 days.

We currently have 48 member households constituting about 95 persons.
We also have 12 “hot prospects” with about 25 persons.
We have additional pledges

Tina is going to Minneapolis, MN, for a meeting on how to start cooperative groups. Co-operative Development Services is hosting it. Keystone Development is paying her transportation. Joe proposed giving \$250 to Tina as a travel per diem. Accepted. Tina will send Michael a write-up about the Co-op.

5. Development Committee Update

We received our first associate members through our Partnership Program.

Food Coop 500 turned down our request for funding. Tina believes that this is because our model limits our shoppers to our members.

Tina will be pursuing a grant from the Bowers Foundation that helps co-ops start. The deadline is January 2007.

6. Church Liaison Committee

Tina did presentations at Swarthmore Presbyterian Church and Chester's Zion Baptist Church.

Ken discussed the presentation at the Swarthmore Presby Church. No commitments made at the church, but agreed to discuss in committees. Tina will write a thank you letter and will follow up directly with the woman who invited them.

7. Regional Housing Legal Services

Michael proposed that the Steering Committee retain Regional Housing Legal Services Proposal: the Steering Committee will retain RHLS as our legal counsel pursuant to the terms of the Representation Agreement presented at the meeting. Tina asked that it also include a provision for assistance incorporating a sister non-profit. Michael moved that we agreed to the Rep Agreement but that we would seek to have the additional provision. Joe Henwood seconded. It was unanimously agreed to.

Joe agreed to talk to a member he has in mind who would be willing to be our member-client and officially join the Steering Committee.

Michael will serve as the contact person for RHLS.

8. Site Development Committee

Tina spoke with Jerry Childers, the architect. We need \$3000 to pay Childers for our renderings and schematic designs. Childers said that Tina could be our owner-representative. Cavanaugh agreed that Tina could be our owner-representative. Norm Halloway, Ken's friend, will be our fall back option if we later decide that we need an outside owner-representative.

Joe reminded the SC that we are accruing consultant fees for Tina as of September 1 per our business plan.

9. Staff Retreat

The retreat is still planned for 11/18, but some SC members are unable to attend. Those who are able to attend the retreat will form a committee to work out the transition from the steering committee to the Board of Directors. They will also form a management committee to write job descriptions and form a plan to hire staff.

10. Chester Water Authority

Tina met with a CWA staff member and gave her information about the Co-op for its 100+ employees. CWA is considering holding an orientation meeting for its staff.

11. Widener University

Spring Velazquez will join our advisory committee as a Widener University representative.

12. Steering Committee Make Up

We welcomed Lewis Gyant, Alton Loper, and Ken Wright to the Steering Committee

Rob has asked to step down as the vice-president of the Co-op, but would like to remain on the Steering Committee.

Alton Loper was elected our new vice-president.

Ken Wright will be the interim membership committee chair.

Tina will invite the membership committee chair of Weavers Way to join our steering committee or advisory board as our membership committee chair.

We discussed and decided that the Steering Committee will remain as a Steering Committee until a Board of Directors is elected by the member-owners.

13. Wellness Committee

Ken suggested that we have a Wellness Committee to put together information or projects for the Co-op re nutrition, exercise, etc. He proposed that we invite Crozer to underwrite a program where the Co-op offers healthy food and Crozer would provide a discount for each of these items.

Mr. Gyant will talk to his friend at Crozer about whether this would be possible.

Tina will follow up with Mark Galb and Caroline Holtz (Widener University) about being on the Wellness Committee

14. Executive Session

In Executive Session, the Steering Committee discussed possible financing and the corporate partnership program.