

**Chester's Community Grocery Coop
Board of Directors Meeting
November 12, 2007
White Rock Church, Franklin and 3rd Streets, Chester, PA**

Present: Jack Cavanaugh, Ken Wright, Alton Loper, George Brown, LarRaine Branch, Tina Johnson, Christine Lussier and Chudi Ondunyi, Guest.

Excused Absence: Rod Powell
Unexcused Absence: Tara Jones-Stephens

Meeting called to order 6:03.

Tina introduced our guest, Chudi Ondunyi. He is a student at Widener doing an Independent Study of the health disparities in Chester. He is planning to work with the Co-op to assess the health issues in Chester and how the Co-op can best help. He is developing a survey/assessment report that will go out to our membership.

Announcements:

Treasurer's Report: Member's Equity is \$9,664. Loans are \$12,000. Cash on hand is \$5,347.

The Sunshine Lady Foundation gave us a gift of \$6,000 on October 29, 2007. They support inner-city programs to help disadvantaged youths.

Ken brought in a \$2,000 loan from another party.

Sunday Islamic Center is honoring the Co-op with the Business Award of the Year on November 25. Tina will be accepting the award. This event is from 3:00-7:00 pm.

The Board and Committee Leadership Retreat will be held on Saturday November 17 at Swarthmore College.

Board member absences – per our by-laws, 3 unexcused absences will result in automatic dismissal from the Board.

Ken proposed that if a Board Member misses two unexcused, the Secretary will immediately write a warning letter.

George seconded.

Mr. Loper opposed.

All others approved.

Membership Committee

There was an information/orientation meeting last week. One new member joined and one potential member expressed interest.

All members of the household must go through orientation.

Currently, the information orientation meetings are always being done by Mr. Loper, LarRaine and Tina. Our membership needs to get involved in the orientation meeting as a work slot. Each board member will be in charge of running an orientation meeting for the next 3 months.

Mr. Loper and Mr. Gayant put together the list of people that are signed up to attend an orientation meeting. On the Tuesday preceding the meeting, we will make the decision to cancel the orientation meeting if no one has signed up.

Ken Wright suggested doing orientations on Saturday at Andre's Café. Tina pointed out that there is not enough space there to conduct the Farm Fresh Market and an orientation meeting.

Membership Payment Reconciliation-we have a discrepancy in how much money is owed by members on a payment plan. We need to reconcile the receipt book to our records. Payment letters will go out next week.

Church Liaison Committee

We have been able to get invited into some churches and Tina gives a brief talk after the service. Pastor Williams joined the Coop. She wants to get her congregation involved. Mr. Brown will be church liaison for his church. The Committee is implementing a plan to find members willing to serve as liaisons for their church. Mr. Gayant is the liaison for his church. Church liaisons need to bring literature when speaking in their church. See Ken for literature.

Committee Objectives:

To follow-up at the following churches – Zion Baptist, Gods' House of Prayer and Repair (Paster Williams) Grace Community (Gayant/Andrew Foster), Bethany, St. Lukes.

The Chester Think Tank is contacting churches outside of Chester. They need to coordinate their activities with the Church Liaison Committee. Someone from the Chester church community should attend presentations conducted at church's outside of Chester.

Membership Outreach

Ken put together posters with tear-offs with contact information for the Coop. Mr. Brown is posting them throughout the city.

Mr. Loper and Tina had meeting with Will Richan to discuss how to use our membership to grow membership. He suggested taking a map and list of members and identify where they are living to find clusters. We should identify members in those neighborhoods to host a house party.

Loan Program

Ohev Shalom follow-up - Julie Silverstein wants to know how her group can loan us money. Jack to follow-up with Frances to determine how the follow-up will be carried out. There are some loans that have been promised but the money has not come to the Co-op yet.

Loan Letter Follow-up to Equity Members – we sent out letters to 28 people that had invested in the Swarthmore Co-op. 8 people expressed interest in loaning money to the Chester Coop. Jack has met with these people one on one. Most of them are willing to do at least \$2,000.

Follow-up with Owner-Member Loans – some members would like a call to discuss loan options.

Ken suggested using our next newsletter to explain how members can make a loan.

Capital raised to date is \$22,000 cash in pocket or strong commitments.

Newsletter

Jan Kirk will facilitate this newsletter. Committees should be sure to get their reports in on time to Jan.

General membership meeting committee

There has been some feedback from the members to conduct a general membership meeting more frequently. Should we change meetings to every other month?

Ken suggested that if we need a meeting, we will have it – we don't necessarily need to schedule them every other month. Jack suggested we have a meeting every two months until we have a storefront. The Board will accept members' proposal for more meetings, if the members get involved in planning and running the meeting.

President's Progress Report - Tina will write a progress report periodically and give it to Jan for editing and distribution. Jan will email the report to the membership. If a member does not have emails, she will mail the report to them.

The general membership meeting committee is planning a holiday party.

Finance Committee

On Wednesday Jack will have a budget for the Farm Fresh Market. We will have a 25% mark-up on everything. Nonmember will pay an additional 10%. Jack to write procedures for cash control. We will be able to get a cash register from LaRaine's friend. We will also purchase portable coolers.

Jack met with a representative from First Keystone Bank to discuss possible loans.

Tina and Jack are trying to meet with Patrick Kalily from NCB Communication. He supported the Swarthmore Co-op.

Building Committee

The Sullivan Construction Company did a 3 part study of the building at 805/813 Avenue of the State to give to Chester's City Council and the Chester Economic Development Authority. The first part is a complete rehabilitation of the building. The second part is to rehab the first floor only. The third part is to demolish the entire building and construct a new building on the lot. It will cost approximately \$2 million to rehabilitate the entire building.

Tina and George toured an alternative site and met with its owner. The owner wants \$350,000 for the building. It is 14,000 square feet and there is a parking lot and loading dock. It is on the historical registry. We don't think the space will work for us.

Tina is also meeting with Thomas Moore, City Chief of Staff, to talk about what is available in the city and potential funding.

Tina also met with Joe Sestak's assistant. He recommended we engage local politicians, Thaddeus Kirkland and Bob Brady.

Farm Fresh Market

We discussed the plan and logistics for opening the Farm Fresh Market on November 26.

Food Symposium

Tina attended the Food Symposium in San Francisco. We were asked to reapply for the TRF grant of \$250,000.

Meeting adjourned 8:20.

