

**4/2015**

**Ground Rules:**

1. One mic.
2. Step up; step back.
3. Use "I" statements.
4. Avoid generalizations.
5. No assumptions.
6. Correct gently.
7. Confidentiality.
8. Lean into discomfort.
9. Uphold commitments.

**Questions:**

1. How do members "buy" themselves in?
  - a. A combination of fees and responsibilities. Exchange kitchen use for money, goods, and/or labor. Sliding scale. Depending on income.
2. Why do you want a community kitchen?
  - a. Community gathering place, place for education.
  - b. Somewhere to prepare/store/sell goods.
  - c. Bringing healthy food into the neighborhood.
  - d. To aid in the transformation of a blighted area, to make a safer place.
3. What is our governance structure?
  - a. Board/Cooperative based decision making.
  - b. Varied levels of membership according to intended use.
4. Should we use the kitchen for non-kitchen activities until it is ready to open?
  - a. Community events, farmers market, fundraisers.
5. What is your personal role in the kitchen?
  - a. small-scale food entrepreneur.
  - b. educator, volunteer, customer, manager.
6. What is the geographic outreach of BAC?
  - a. Focus on Brightmoor and give local priority, but open to all.
  - b. Brightmoor>NW Detroit>Detroit>Beyond.
7. Do you think we should hire staff?
  - a. Depending on funding.
  - b. We have funding for educators.
  - c. We will likely need to hire someone to oversee general management tasks.
8. How do you think this kitchen should be run? Business or Community focused?
  - a. BOTH! We are doing this FOR the community, but in order for it to be sustainable it must be run as a business.

**Committees:**

1. Construction
  - a. Ben, Bruce, Chad, John, Billie, Akiko, Adam.

- b. Projected expenses: \$280K
  - c. Mechanical inspection \$800, Bathroom \$500, Cooler \$5,000, Roof \$50,000, White Box \$20,000, Doors \$1850, Windows \$2,500, Architectural Drawings \$10,000, General Buildout \$120,000, New equipment \$70,000.
2. Operations
- a. Naomi, Gavin, Britt, Stephanie, Tim, Jen, Brittney.
  - b. Projected expenses: \$38K
  - c. Plates/flatware \$8,000, First aid \$50, EBT \$200, WIFI \$1,800, FM Ops \$350, Cafe \$4,000, Security \$300, Lockbox \$720, Cameras \$100, Utilities \$3,000, Maintenance \$750, Servsafe \$750, Pest \$1,200, Office \$300, Trash \$2,400, Clean \$900, Telephone \$600, Laundry \$1,200, Accounting \$16,000.
3. Programming
- a. Sophie, Jess, Harry, Riet, Lisa.

**Timeline:**

- September 2015;
  - Mechanical inspection
  - Get internet access on site.
- October 2015;
  - Rough Plumbing
- November 2015;
  - Snow removal
  - Rough Electrical
- December 2015;
  - Build interior partitions.
- January 2016;
  - ServSafe
  - Install Sign
- February 2016;
  - Finish Drywall
  - Interior painting.
- March 2016;
  - Cleaning supplies
  - TP, towels, soap
  - Trash, recycling.
- April 2016;
  - Laundry
  - Staff
- May 2016;
  - Plumbing finished
  - HVAC finished
  - Electrical finished

- June 2016;
  - Install cabinets and counters
- July 2016;
  - Cafe items.
- August 2016;
  - Certificate of Occupancy
  - Licensing.
  - Open.