

Discovery Café User Committee

Meeting Minutes

February 24, 2015

Core Meeting Attendees:

Name, Attendance

Alan Brooks	Y		Melissa Porter	Y
Linda Brubaker	n/a		Dan Ritt	Y
Vikky Caulkins	Y		David Salomon	Y
Simone Difilippantonio	Y		Monica Slate	Y
Rajaa Elmeskini	Y		Zoe Weaver-Ohler	Y
Tammy Eyer	Y		Howard Young	Y
Jonathan Keller	N			

Minutes taken by Vikky Caulkins

Agenda Items:

- Discuss Development of Charter (Finalized charter due by 3/4)
- Frequency of Meetings
- Open Discussion

Charter

The only comment is to change the meeting frequency to Quarterly from Monthly. All in favor of change.

Frequency of Meetings

Decision to meet quarterly and the rest of communication with the committee will take place by email or communication through the SharePoint site

Open Discussion

- Not all aware of Café website. Link to café website is:
<https://ncifrederick.cancer.gov/Staff/Cafe/>
- Café committee website
 - Being worked on by Andi Gnuschke.
 - Incorporate online ordering/payment
 - Payment portion directs to Wordpress site
- SharePoint site
 - For use by Committee member to communicate, share documents such as minutes, agendas, etc.
 - Café suggestions entered online will direct and be gathered at SharePoint site.
- Advertise the Café
 - Added to the rotator by Melissa Porter

- Create table tents/flyers once website is up and running
- Monthly specials
 - Monica/Melissa working with EDT (Andrea Frydl) to recognize monthly holidays and events to coincide with café specials.
- Suggest the Café works with the R&W Club to either provide a discount to members once a month, or allow a portion of the proceeds from one day a month to go towards the R&W club. This would increase business either by R&W Members or those who want to help support the R&W Club.
- Conference Center to notify café of large meetings/events
- Vikky/Monica to meet with Taso to address some concerns/ideas:
 - Closing early
 - No Decaf coffee
 - Self-checkout in Café
 - Selling ½ portions at a reduced price
 - Grilling days
 - Grab & Go (ATRF) Transportation procedures
 - Selling day old muffins, etc at a reduced price (properly label food w/date)
 - Individual online ordering
 - Online payment/Pick up location in café
 - Removing Coffee from café SOW, bidding out coffee to external vendor (Starbucks, Dunkin Donuts, etc)