Discovery Café User Committee

Meeting Minutes

September 2, 2015

Core Meeting Attendees:

Name, Attendance

Name	Attendance		Name	Attendance
Alan Brooks	Y		Melissa Porter	Y
Vikky Caulkins	Y		Dan Ritt	N
Simone Difilippantonio	Y		David Salomon	N
Rajaa Elmeskini	N		Monica Slate	Y
Tammy Eyler	Y		Zoe Weaver-Ohler	N
Jonathan Keller	Y		Howard Young	Y

Minutes taken by Vikky Caulkins

Agenda Items:

- Open Discussion
- New Ideas
- Input/Feedback

Open Discussion

- Café committee website
    - Being worked on by Andi Gnuschke.
    - Incorporate online ordering/payment
        - Payment portion directs to Wordpress site
        - Can we utilize a PayPal Link?

- 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
        - Decided this will take place once online ordering is active

- Monthly specials
    - Monica/Melissa working with EDT to recognize monthly holidays and events to coincide with café specials.
        - Melissa will upload a monthly calendar to Sharepoint site so we can add/suggest holidays to center specials around

- 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.
    - Melissa will add to the R&W Club agenda to discuss which discounts would be offered to members.

- Conference Center to notify café of large meetings/events
    - This is currently being done.

- Vikky/Monica to meet with Taso to address some concerns/ideas:
    - Closing early
        - Closing at 2pm, online info says 3pm.
    - No Decaf coffee
        - This is an ongoing issue. Perhaps the pots are not labled?
    - Selling day old muffins, etc at a reduced price (properly label food w/date)
        - No signs out to specify which ones are old vs. freshly baked
        - Not happening at ATRF