

F&ED Meeting Agenda/Minutes

11/28/18

5:30pm @ 211 Livingston Avenue

House of Worship Incubator Kitchen Discussion

- First step - reach out to houses of worship and gauge interest in participating in an incubator kitchen program
- Look at cast study spreadsheet for places to start looking:
<https://docs.google.com/spreadsheets/d/1QYZtNC2JYfqmjinHCGA3YzawfZ4C6JLoPHWfIKnFkqIA/edit?usp=sharing>
- What we need to get them:
 - MoU templates
 - Information on:
 - Insurance
 - Liability
 - Administrative costs
 - General management
 - Staffing requirements
 - Eventually forming a survey for kitchen owners:
 - Availability
 - Equipment
 - Unique aspects from the kitchen
 - Dry storage
- Next Steps:
 - After reaching out to HoWs, focus will then go to potential renters and contracts and information around them

Supporting the Friends of the Mercado

- Next meeting: 12/4 @ 6:30 pm @ Unity Square (Remsen Ave)
- Looking into:
 - Looking into different models of vendor-managed co-op models
 - Can be LLCs or some other structure
 - LLC-Coop model: [Public Market Development](#)
 - Connections between arts & the Mercado
 - Example: Pangea World Theater - <http://www.pangeaworldtheater.org>
 - Marketing strategies
 - Example: Arts Wave: <https://www.artswave.org>

Action Items:

- J - Looking at MoUs & Templates
- A - Looking at coop/LLC models
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- J - find old research on Arts Council marketing strategies
- A - Profile Pangea and look for other similar models
- J - find information related to insurance/liability/admin costs/general management/etc
 - A- After getting the info above, start making the Google Survey to administer to local HoWs

- Insurance: Kitchen needs to be insured with some pretty wide protection it seems like. Here's an example <https://www.fliprogram.com/commercial-kitchen-insurance#owners>
- Vendors should really just make sure to have general liability insurance and vehicle insurance if they're a food truck
- Vendors should probably be ServSafe certified or at least planning to attend one
- Vendors need a Health Department Licence
- Vendors have to be incorporated as a Sole/General Proprietorship or an LLC
- Any church that rents their kitchen to a for-profit business must pay income taxes on the income from that rental
- 10 things you should know before starting a food business in NJ
<https://www.thehudsonkitchen.com/10-steps-to-starting-a-food-business-in-new-jersey>
- Churches with active kitchens or who anticipate taking on a lot of renters should really consider either hiring if possible or utilizing a volunteer (or maybe EP can justify expanding the kitchen coordinator position we're considering here to be the coordinator for incubators in this network as well?)
- Churches should incorporate administrative and operational costs into their fees

Next meeting - 1/17 @ 5:30 @ Fatto Americano

Next steps:

- Look at Incubator Kitchens in NJ: <http://foodinnovation.rutgers.edu/FIC-Kitchen.html>
- Mercado Central - <http://mimercadocentral.com>
 - Look up LLC models
 - http://cultivate.coop/wiki/Starting_a_cooperative
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