



American Culinary Federation  
Greater Grand Rapids Chefs

January 16<sup>th</sup> 2022

Grand Rapids 2022 Winter Session ACF Board Meeting

## Schedule

- Board meeting– 10am to 12pm
- ACF Party– 1pm to 3pm

### Board Introductions

Board Chair – Andrew Eggert

President – Shawn Kohlhaas **Present**

Vice President – Andrew Krause **Present**

Secretary – Justin Stermin **Present**

Treasurer – Nicolas Gonring **Present**

Sergeant at Arms – Brian Bower

Diversity Chair – Oscar Moreno

Community Outreach – **OPEN**

Marketing Chair – **OPEN**(Abbie Lemke)

Membership Chair - **OPEN**

Volunteer Chair – Chad Conklin

Certification Chair – Andrew Eggert

Student Liaison Chair (KCTC) – Chad Conklin

Student Liaison Chair (GRCC) – Dana Meyer (need a co-chair)

Educations and Meeting Chair – **OPEN**

### Diversity Committee

Chair – Oscar Moreno

Members – None

### Marketing Committee

Chair – **OPEN**

Members – None

### **Board meeting**

- Roll Call –Brian Bower
- Justin Stermin to make sure Zoom is being recorded (for those who can't attend live) •
- President's Report – Shawn Kohlhaas
  - Positions needed to be filled – Meeting chair, GRCC student co-chair, membership

**Agenda:**

- Review calendar
- Review projects for individuals and expectations

**Possible spring meeting places – (need 4 plus BBQ)**

- Affinity Group – Summer BBQ **we are possibly looking at changing locations and including other vendors almost like a mini food show to include multiple manufacturers and independent farms. A way to help to further education by having fun.**
- Revolution Farms **Has reached out and would like to give us tours at 10 people at a time. Chef Andy will reach out to set this up.**
- Food Photography – Need location. Maybe with Michael Buck? **Chef Justin will be reaching out to confirm this event.**
- Farm Country cheese tour (no dinner currently) **We will be making our way up to them to tour the location Possibly in may.**
- Mushroom presentation with Chef Roel and Pebble creek (Cascade hills to provide food stations) **Chef Andy will be reaching out to them to confirm this event possible in April. Possibly using this space for our quarterly meeting.**
- Jose Babushka’s – Chef Tommy Fitz
- KJ Catering – Kevin Vandermeer
  - Square roots program?
  - **Amway hotel?**
  - **Speaker series?**
  - **Robot dexai demo? Possibly in the fall.**
  - **Eurasia duck farms?**
  - **If you have any ideas please send ideas to Chef Andy.**

## **Upcoming events**

- **1/16/22 – Holiday Party**
- **1/16/22 - Winter Session Board Meeting**
- **2/7/22 – February Board Meeting**
  - Shawn Kohlhaas – Agenda, host and organizer
- **2/7/22 – February education and presentation – Leah Day – Graphic Designer and Photographer – GFS – Location TDB**
  - Secretary - Organizer
  - Marketing manager – Marketing
- **3/7/22 – March Board Meeting**
  - President – Agenda, host and organizer
- **3/7/22 - March education and presentation - ????????????????**
  - Vice President - Organizer
  - Marketing – Marketing
- **4/11/22 - April education and presentation - ????????????????**

- Vice President - Organizer
- Marketing – Marketing
- **4/11/22 – April Board Meeting & Quarterly Membership Meeting**
  - President – Agenda, host and organizer
- **4 or 5/?/22 - ACF awards for 2021 – (Grand Plaza Hotel?)**
  - Shawn Kohlhaas – Host, location logistics and tickets
  - Andy Krause – Cohost and agenda
  - Treasurer – Awards ordering and delivery
- **5/2/22 - May education and presentation - ??????????????**
  - Vice President - Organizer
  - Marketing – Marketing
- **5/2/22 – May Board Meeting**
  - President – Agenda, host and organizer
- **6/1/22 – Brew contest begins**
  - President – Distribution and management
- **6/?/22 - June Quarterly meeting and BBQ – Location? (At Affinity group?)** ○
  - President – Meeting agenda and host
- **6/?/22 – Feast For Kids Event**
  - Board Chair - Agenda and host
  - President – Support
  - Vice President – Support
- **7/15/21 – Brew contest submissions deadline**
  - President – Management
- **7/?/21 – Summer Session Planning Board Meeting**
  - President – Agenda and host
- **Summer 2022 break**
- **8/?/21 – Brew Launch Party**
  - President – Agenda and host
  - Meeting chair – Support
- **8/?/21 – September Board Meeting**
  - President – Agenda and host
- **10/?/22- GFS Food Show**
  - Vice President – Membership and marketing for booth
  - Volunteer chair - Volunteer coordinator for booth
- **10/?/21 - All Michigan Meeting (5pm to be followed by reception at 6pm)** ○
  - President – Agenda and host
- **10/?/21 – October Board Meeting (before all Michigan meeting at 4pm)** ○
  - President – Agenda and host
- **10/?/21 – Fall Winefest**
  - Volunteer chair – Volunteer coordinator (students and pourers)
  - Sergeant at Arms – Auction table and
  - Marketing - Marketing table
- **11/?/21 - Annual ACF/KCTC presentation**
  - KCTC Liaison – Agenda and host
  - Board Chair – Support
- **11/?/21 – ACS – Taste of Hope Signature Event**

- President - Organizer
- Chad Conklin – Volunteers
- Vice president – Judge and support
- **11/?/21 – November education (6pm) – ????????????????????** ○  
     President – Agenda and host
- **11/?/21 – November Board Meeting and Quarterly General meeting** ○  
     President – Agenda and host
- **Winter 2022 break**

## Projects

### **President – Shawn Kohlhaas**

- Organizing all membership meetings
- Organize all board meetings
- Manage chapter chairs and committees
- Manage all agendas and newsletters
- Brew contest and launch party chair
- Awards event chair
- Awards and elections chair
- Holiday party chair
- Summer BBQ chair
- All Michigan Meeting chair

### **Vice President – Andy Krause**

- Organizing all the educations
- Signature chef event chair
- Food show chair

### **Secretary – Justin Stermin**

- Meeting minutes [marketing@culinarycultivations.org](mailto:marketing@culinarycultivations.org)
- Current status of website – need to get someone to finish it up
- Winefest chair

### **Treasurer – Nicholas Gonring**

- Current balance
- Expenditures
- New revenue
- Square roots farm**
- North country trail**

### **Marketing chair – OPEN (Abbie Lemke) –**

- Monthly newsletter – ?
- Bi-weekly Events and meeting emails
- New marketing committee members?

### **Community Outreach –OPEN**

- Community outreach update
- Chefs with Benefits 2022

#### **Diversity Chair – Chef Oscar**

- Current project with WMHCC
- Growing the group and committee – (Chef Chris Madsen and Chef Brian Bower?)

#### **Student Liaison Chairs – Chad Conklin (KCTC)**

- KCTC liaison update
- Current student chapter and officers?
- Next events?
- Competitions?

**Kctc active board member.**

**Next school year.**

#### **GRCC liaison update – Dana Meyers - NEED A CO-CHAIR**

- Instructor relations and involvement
- Work on developing student chapter
- Need student committee members

#### **Certification Chair – Andrew Eggert, CEC**

- Past 2021 certification results

**Chef Christina passed her certifications CEC**

**Chef Andrew passed his certification PCEC**

- FFK event chair
- GRCC available for certifications **Andrew will reach out.**
- New plan moving forward for certifications (costs, application for free, etc)
- Any other certifications plans for 2022?
  - KVCC
  - KCTC? **March 12 student competition Chef Andrew will be reaching out to individuals for judges**
- New certification scheduling and payment expectations

**Min of three certification**

**Certification:**

**Certification ACF GGR Chapter**

- Certification event must have a minimum of 3 participants to qualify for GGR Chapter to cover expenses
- Chapter will cover cost of hosting the exam
  - Covers
    - Mileage of Proctors and Test Administrator
    - Hotel / Meal Accommodations as needed (with Board Approval)
    - Food and Beverage for Proctors and Event Personnel -
    - Members in good standing will have their Site Fee returned upon successful certification passing

**Chapter Officers and Chairs - Site Fee Waved/Paid for by Chapter**

**\*Up to 2 attempts, if unsuccessful**

**\*Good for all certifications other than CMC**

\*Any specialty certification event held for 2 or less candidates shall be underwritten fully by the candidate's employer. This includes the same expectations as the section above under the section: "Chapter will cover cost of hosting the exam."

Document Updated and agreed upon by the acting board 1/16/2022

Questions:

- What kind of chapter support (money & resources) available for CMC exam?
  - o Chapter member must apply to Board in writing for approval to take the CMC exam seeking GGR ACF Chapter sponsorship.
    - The letter should address the length of membership, offices/ chairs held, fundraising involvement, lifetime involvement with ACF, who the CMC Certification will personally benefit as well as the Chapters benefit.
  - o CMC Candidate shall be awarded ½ Cost up front (estimated at \$2,500) for the attempt.
  - o CMC Candidate will be awarded FULL COST Sponsorship upon Passing (estimated \$5,000)
  - o Cost – Include: Fee/Food/Loding/Travel/Food

Fee Category	Non/New Member	Current Member	Board/Chair Members	Proctor	Administrator	Volunteer
Site Fee for Candidate	N	P	Y	N/A	N/A	N/A
Exam Supplies	N	N	N	N/A	N/A	N/A
Mileage	N	N	N	Y	Y	N
Lodging	N	N	N	Y	N	N
Food/Meal	Y	Y	Y	Y	Y	Y
Written Test	N	P	Y	N/A	N/A	N/A
Site Rental Fee	Y	Y	Y	N/A	N/A	N/A
Preparation Expenses	N	N	N	N/A	N/A	N/A
Y = Covered by Chapter**						
N = Not Covered by Chapter						
P = Covered by Chapter if Passed						

\*\*Maximum of 2 unsuccessful attempts

1-16-2022

Chef Andrew motioned to set new Testing guidelines and reimbursement.

Chef andy

Chef Justin

Chef Shawn

Chef Nicolas

All Passed this motion

Passed the new guidelines above as certification guidelines for reimbursement

**Volunteer Chair – Chad Conklin**

- Put together a list of interested parties for events as well as put together a canned email to students and to professionals for volunteer opportunities.
- Find volunteer organization application

**Membership chair – OPEN**

- Chapter pay for lapsing memberships? (25% for full pay, 50% for active, also payment option)
- Review chapter membership changes and reach out

**Educations and meetings chair – OPEN**

- Organizing all the meetings, educations and events
- Source all needs for events
- Quarterly meetings to start in October 2020
- Investigate all potential meeting spaces and demonstrations and get set up (\$200 for food and Bev)

The idea of possibly covering 50% of board chair diversity inclusion memberships. You must be active on the board in your duties and follow through. In this would include a way to accept or defer reimbursement. Possibly accept applications and review and vote. Up to three memberships in diversity inclusion chairs We are looking into corporate sponsors to help fund membership.

# Financials