**Alfalfa House Shop Management Meeting**

**Meeting Location: Alfalfa House**

**Time and Date: 25 May 2021, 2021 2:30pm**

**Present:** Ran, Carina, Bruce, Sandra Clark, Andrew Whittingham

**Apologies:** none

**Conflicts of interest:** none

**Confirmation of minutes of previous meeting:** Given to MC verbally

**Matters arising from previous meeting:**

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| **Agenda items** |
| **Solutions for**   * **Coffee** * **Bread** |
| **Review of Dogs - which ones to remove** |
| **Comments from survey - moved to next meeting**   * **Freshness** * **Shop layout** |
| **Ideas - brainstorming – moved to next meeting** |
| **Other** |
| **Next meeting: Tuesday 22nd June before MC meeting** |

**Meeting:**

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| **ITEM** | **ACTION** |
| 1. Welcome and recap from last meeting    * Categorising each product    * Staples    * Removing duplicated PLU products | 1. Andrew categorised all shop items into Stars, horses, puzzles and dogs according to sales and profitability. 2. Shop managers to create a list of staple items - Ran said that these are all stars in the report sent by Andrew 3. Carina to remove repeated PLU numbers |
| 1. **Bread - options**  * Problem is too much bread waste with leftovers being sold at 20% discount the next day and at cost the day after that. * Sandra comments that we should try not to sell old bread and maximise bread sold at full price. * Cost of a loaf is around $5.50 selling at around $7.00. This is already expensive. Minimum delivery is $53.00 e.g. 9.6 loaves of bread. | **Solutions:**   * Remove the poorest selling brand St Malo bread * Reduce the bread selection to biggest sellers as bread sometimes sells out * Promote ethical story behind Bread-and-Butter project. * See how this affects sales |
| **Coffee**   1. **Coffee Issues**  * too many brands * coffee not selling quickly enough -old stock being sold at cost price * coffee is expensive * coffee beans are best sold in packaging as they lose freshness when exposed to the air. | **Solutions:**   * Reduce brands to three rather than 7-8 * Two sold packaged - Village and Coffee with Mates (Byron Bay), and one loose- with quick turnaround (Mackellar Range) * One decaf and one brand in ground – 250 g packaging (Sacred Grounds) * 1kg option of all brands to be removed except for brand sold as loose so someone could still buy this as a kg if they preferred. * **Monitor sales.** |
| **4.** **Sales figures- overview**  **Findings: Dogs**   * Which ones to remove - needs to be checked by MC. | ACTION:   * Went through list of around 500 dogs. * Many items had already been removed. * Some have been left due to therapeutic reasons or long shelf life * Many vegan products are in this category? * Removed products will be sold until finished then removed from the shop * New lines needed to replace dogs * To try new products from existing suppliers first * Ran and Carina to get samples to try |
| **5. Survey results**  **Product freshness**   * + Ordering procedure   + Stock check on arrival   + Stock rotation in store   + Checking stock for sale   + Who decides on when stock is discounted?   + How long does it stay as discounted before being thrown out? | ACTION:   * To be discussed at next meeting |
| 6. Other issues | None |
| 7. Next Meeting: | Action: |

