**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**
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| **Review of Dogs - which ones to remove** |
|  **Comments from survey - moved to next meeting** * **Freshness**
* **Shop layout**
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| **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
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| 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
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| **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.**
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| **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
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| **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:  |

