**MATTERS & ACTIONS ARISING from**

**PREVIOUS MC MEETINGS @ 26 May 2021**

**MEETING: 22 April 2021**

**1. Matters Arising:** MC members to review previous matters arising list and tidy up before next meeting.

**2. Co-Managers' Report**: Volunteer policy to be included in the May agenda.

**3. Members' Survey responses**:Agenda item for May MC meeting.

4. **Proposal to purchase nut mylk machine**: The meeting agreed to the following points before the proposal could proceed:

* Co-managers to undertake Food Safety Supervisor training.
* IWC to be approached regarding environmental health requirements.
* Bottle/dish washer to be serviced and undergo regular (annual) servicing.

**5. Planning meeting Tuesday 13 April: Visions and Goals**:Cyrus & Ai Leen to work together to progress & report back to the May MC meeting.

**6. Upcoming events**:Cyrus & Tara to meet & send an updated program, and work with Sharyn on marketing. IWC to be contacted regarding any COVID restrictions on allowing tastings at future Plant & Bake sales.

**7. Grant proposals**: Create standing agenda item for grant proposals. Feedback to be provided to Janet & Tara on the current draft proposal developed (Jenny Leong).

**MEETING: 25 March 2021**

**~~1. Matters arising from February 26 MC meeting –~~** ~~most done, some not, e.g. revision of key register: Ran~~

**~~2. Bruce to compile cumulative list of matters (actions) arising,~~** ~~for publication with future draft meeting agendas. Items can be ticked off when completed or progressed.~~

**3. Co-Managers' Report – Bread options review –** Some bread lines are not selling as well as others, with leftover loaves unsold (stock lossed).

**ACTION**: Ran & Carina to review, and report back.

**4. New Directors – ACTION**: Cyrus to complete Co-op Registry Form.

**5. Other business, Fair Trading –** we were recently advised by Fair Trading's Co-ops Registry that we have outstanding payments allegedly owing for 2020, i.e. for our submitted rule change and financial forms (C10 & C12).

**ACTION**: Bruce to seek clarification as detailed reasons were not given by the Registry – payments were made though in advance of the 2020 AGM and in January.

**STATUS**:DONE, awaiting registry acknowledgement.

**UPDATE**: Requires resubmission by July 7, as Registry maintains forms submitted are contradictory, plus they need a full set of the changed Rules.

**6. Grant proposal** from Tara & Janet for 'Inner West Club Grant', community development. Applications close in April, and are announced in August.

Proposal suggested will be for an inter-generational program to engage with backyard farmers, introducing permaculture principles, and working through developing partnership with our networks.

Jenny – needs abstract. MC needs to approve application.

ALSO we need a grants calendar, including timeframes, and be able to selectively pick the ones which present the best chances of success, and which we have the capacity to apply for.

**~~7. Ran to present options for National Volunteers Month~~** ~~in May at next MC meeting (April 22nd) – important to recognise existing volunteers.  Eamonn has volunteered to organise an event for Volunteers Week.  To be discussed at April meeting.~~

**MEETING: 26 February 2021**

**1. ACTION**: **Annual Subscription Fee (ASF).** Janet has created a document listing the subscription models used by other co-ops. Andrew will assist. A sub-committee has not been set up.

**2. ACTION**: **YouTube Channel** - Tara to delete out of date content re: previous fundraising efforts and discounts.

**~~3. ACTION:~~** ~~Ran to create a~~ **~~key register.~~**

**~~4. ACTION:~~** ~~Bruce to draft~~ **~~thank you letters to former board members~~** ~~Vicki and Tom~~. BD note: Too late? Tom & Vicki have already been thanked, (Tom at the AGM, and Vicki by BD; Ashton was thanked too).

**5. ACTION:** Joint staff-MC meeting to be organised (MC).

**6. Need to address current volunteer discount system –** consensus that members working on specific projects such as the website, or doing phone calls to other members should be given discounts.  Their work is not always recorded in the Volunteers book. Some work might not qualify for discount vouchers. Further clarification required.

**ACTION**: **The online discounts policy** (on the website?) needs to be updated.

**MEETING: 18 February 2021**

**~~1. ACTION~~**~~:~~ **~~Active members to be approached for subscription fee~~** ~~payment (Bruce, Bill, Tara, staff).~~

**2. Volunteer discount system –** Proposal to address the current system going forward, then deal with the 'historical' accumulations of volunteer credits – all new systems need an 'end date' or 'claim by date'.

Some members have a substantial number of discount vouchers and a clear policy and process is needed going forward.

Bill proposed that members with discount vouchers are consulted regarding their use and requested to consider forfeiting and/or using before a set deadline.

**ACTION**: Bill to send list. MC to develop/revise draft policy & consult with members.

**3. Grant applications –** need to diversify our income streams, and take best advantage of current grant applications.

Need for small group of members to actively take on this role as a Grants Working Group, whose purpose will be to:

* collate and review grant opportunities as a supplementary form of income; and
* if the grant is aligned with AH's strategic direction, research and develop applications for funding.

**~~ACTION~~**~~: The MC agenda should include a standing item noting current grant~~ ~~opportunities & applications in progress.~~

**~~4. Vote of thanks for Tom and Vicki~~**

~~Vote of thanks expressed for the efforts of recently resigned Directors, Tom Bartels and Vicki D'Adam.~~

**~~ACTION~~**~~: Bruce to draft a letter of thanks from the MC~~. BD note: Too late? Tom & Vicki have already been thanked, (Tom at the AGM, and Vicki by BD; Ashton was thanked too).

**MEETING: 11 February 2021**

**ACTION:** Set up review process for staff departures in late 2020, i.e. Paolo's exit interview, Allie's resignation email (Bruce to provide to MC); and Janet's departure. Also worth approaching Emily to conduct exit interview (Jenny happy to lead).

**MEETING: 5 February 2021**

**ACTION:** Cyrus will investigate how to restrict access to documents stored in Confluence.

**MEETING: 28 January 2021**

~~(Following his resignation)~~ **~~that~~**~~Ashton Roskill’s be thanked for guiding AH through the 2019 financial crisis, his retail expertise and commitment.~~ (See above).

**PROPOSAL**: Nominating an MC member as a staff liaison person.