

# Co-Managers' Report

Carina Fisk Charlton & Ran De Silva

## Items for discussion and approval

### Fridge

- We need a new fridge to receive country valley milk. The current fridge is broken and is not cold enough.

### Tote bags

- We need tote bags to be printed with the Alfalfa House logo. I have requested a quote from a local screen-printing company and there is also the option to purchase a screen (approx. \$25-\$50) and have it burnt (cost tbc).

### Opening Hours

- We would like a clear decision to be made on our opening hours.
- Saturday mornings have been quite slow, with the afternoons picking up becoming quite busy.
- Maybe we need summer and winter trading hours

### Membership

Cancellation of Members – approval required. Members are cancelled when they have not shopped at the coop for two years and more. See attached list.

Members who have paid ASF including Staff, MC – approx. 990

New Members for approval

### Relationship between Staff and MC, Staff and Members/Customers

Could we have this policy updated. MC and Staff agreement required.

[MC - staff relationship - Policies, procedures and rules - Alfalfa House wiki \(atlassian.net\)](#)

## Items for your information

### Veggie Box Update

- Delivery option now available
- New size boxes including fruit box \$15 and small veggie box \$30
- Grocery items available, including bread, milk, and eggs (plant-based milk coming soon)

### Food Safety Supervisor

- Ran and Carina both enrolled and have started the training.

### **Honest to Goodness Plastic response**

See attached

### **Plant Based Milk**

- In testing phase – great feedback so far
- Launch likely to be next week

### **Sample bags**

For the bake sale table and for promotion during plastic free July we are going to trial selling sample packs. Basic and deluxe. We will include a membership application form.

\$30 basic

\$50 deluxe

### **Bread**

St Malo bread was kept as we discovered that the sales are comparable to Bread & Butter. It is also the only bread we sell that is organic, which many of our members have mentioned they value. Up until now, Bread & Butter has come three times a week so the sales should be much better than they are. Bread & Butter also has the highest minimum order amount of all our bread suppliers.

St Malo currently comes on days with less foot traffic (Monday & Thursday) and does not get a weekend day when bread sells well so the reports are not always going to tell you the full story.

We have swapped Bread & Butter project with Brickfields on Wednesdays.

Since these changes have been made, we have not stock lost any bread.

### **Closing Procedure**

Staff will be reminded of the closing procedure which was implemented in 2018. With new staff the procedures are being overlooked.

**Taps** fixed. Paper dispenser needs to be fixed.

### **Produce**

We a new farmer direct Honey Eaters from Copeland who will provide us their citrus.

### **Stocktake**

- Higher staff costs next week for stocktake
- Floor scale 300kg capacity was purchased for \$85 as an investment for stocktakes. We previously borrowed scales which is no longer an option.