**Acting Manager Report**

**Member Council Meeting 25th November 2021**

1. It has been a smooth transition with Carina’s resignation from her job share as Stock Co-ordinator, and the appointment of Eleanor as her replacement. The operation manuals were a great help. Also Eleanor has been volunteering and working as a Shop Co-ordinator for some time, so had a good understanding of the Co-op.
2. The budgeting process was fine tuned and being used to ensure we are not overspending. There are several challenges to keep the Co-op well stocked. It’s not so easy to pin them down.
3. Eleanor has researched various items for our Seasonal Gift offering and this list has been approved. We will be ordering these items this week and hope to have them ready for the beginning of December.
4. The Co-op will be closed on Christmas Day, Boxing Day and New Year’s Day. We will be open for Australia Day on 26 January.
5. Staff provided their feedback on the roster. We were able to fill all vacant shifts with available staff. In the next weeks, together with the holiday plans of suppliers we will determine how to ensure that we receive stock before and after the holiday period.
6. We have a new farmer direct source, Mountain Range, which is offering some beautiful produce: Curly Kale, Water Spinach, Kohlrabi, Mini Cos Lettuce, Baby Dutch Carrots, Mint and Tuscan Kale. We continue to have Block 11, and other veggies are coming from Pocket City Farms, Back to Eden and Eco Farms. Our produce Stock Co-ordinator has to juggle the orders between these farmers/suppliers so that we have a good variety of fresh produce. It has been a challenge recently as our sales are down, as is the turnover of veggies, so the ordering has to be less. It is a difficult balance to order have the correct amounts to prevent too much surplus, and also have the variety we need.
7. The number of new members has reduced as we are coming up to the new Annual Subscription Fee. We need to have a membership drive to increase our membership base. New volunteers will also start coming with new memberships. At the moment there are very few inquiries from new volunteers – partly due to the holiday season coming up.
8. **Points of Discussion**
* Membership Engagement and Drive – can please we have a Sub-committee on increasing membership engagement? Some ideas brought forward – doing a promotion for members who have not returned for the last three months, workshops, plant and bake sales and more social media.
* Does MC want to have a meeting to go through the budgeting process, to help understand the challenges of keeping the Co-op well stocked?