Alfalfa House

Volunteer Acting Manager’s report for Feb

Prepared by Cyrus Irani on 23/2/22

**Revenue**

**Weekly cash flow forecast**



CloudHQ summary data shows

Revenue for the month is approx.. $40K down 24% compared to the same month last year

Revenue YTD is approx. $98K down 30% compared to the same period last year

**Staffing**

The Manager Position has not been filled.

A new online ad was posted on Ethical Jobs 22/2/22 with other sites to follow

We need more shop coordinators to be available to work on week ends.

Emily Olive is now available on some weekends.

Mel Jarvis agreed to work on week ends and as a fill in with short notice

Togi has expressed interest in working on Sundays

**Staff meeting was held on 10/2/22**

The main action points are

**ACTION** Togi will chase up the new air conditioning unit with the Good Guys. Togi will organise a service for the fridges. She will check the free serving that Ran had found.

**ACTION** Staff at the meeting suggested that on public holidays we only open Sunday hours ie 11-4. This will be referred to the MC

**ACTION** The MC has requested that staff do a RAT test twice a week to ensure they do not have symptomless COVID. They should each take 2 tests home. If they are showing symptoms at any time they should also take the test. More tests will be purchased

**ACTION** Togi and Tallulah will workshop the idea of a new window display or art in the shop

**ACTION** Cyrus will ask Freya about her need for support. He’ll raise this and other content with Sharyn.