**Alfalfa House Members Council Meeting - Minutes of Meeting**

**Date: Tuesday 1st December 2015**

Time: 7pm

Location: Meeting Space, 8-10 Brown Street, Newtown

Facilitator Renata

Minutes Jonny / Katherine

Timekeeper Maurice

**Meeting opened at:** 7:07pm

**Acknowledgement of Country:** Before we begin the meeting, I would like to acknowledge and pay respect to the traditional owners, both past and present, of the land we occupy and upon which we meet — the Gadigal people of the Eora Nation. It is also upon their ancestral lands that Alfalfa House is built.

**Pre-Meet**

We agreed that (i) we would have an induction for the new MC; (ii) Renata will create an on-line doodle poll for this meeting; and (iii) the meeting will occur before the holidays. The induction will be orientation only, and no decisions will be made at the meeting (however, recommendations may be made). We will convene another meeting after the holidays to discuss (i) MC process and (ii) strategic goals, etc. Renata will set a doodle poll for that meeting as well.

**1 Attendance and Apologies**

Attendance: Andrew McNicol (MC), David Begg (MC), Emily Mierisch (MC), Jonathan Green (MC), Katherine Lustig (MC), Maurice Cabrera (MC), Renata (MC), Simon Holmes (Manager)

Apologies: Stevie

Absent: NIL

**2 Approval of Agenda**

That the agenda be approved.

Moved: Renata Seconded: David CARRIED by consensus

**3 Adoption of Previous Minutes**

That the minutes of the October 2015 meeting be adopted, with one amendment, being that Simon was asked to provide a more long-term financial report (three years in monthly increments)..

Moved: Katherine Seconded: MauriceCARRIED by consensus

**4 Business Arising (Action Items from previous meetings) including any deferred agenda items**

**4.1 Election of New Officers (Chair, Secretary, Treasurer)**

* The offices and their respective responsibilities were described.
* Chair - Katherine was nominated by Jonny, Seconded by Renata; Katherine accepted the nomination and was appointed unopposed.
* Treasurer - Maurice was nominated by Jonny; Maurice declined the nomination; Jonny was nominated by David, Seconded by Maurice; Jonny accepted the nomination and was appointed unopposed.
* Secretary - Renata nominated Andrew, Seconded by Maurice; Andrew accepted the nomination and was appointed unopposed.

**4.2 Hiring of Stock Coordinator**

That the hiring process for the Produce Coordinator be put on hold while MC explores the feasibility of having a single Stock Coordinator, and that all staff and applicants be informed of this decision. Further, that the staff currently job-sharing the two stock coordinator roles on a temporary basis be asked to continue working in these roles until end of January.

**Actions**

* Simon to ask staff to continue in the temporary roles of Stock Coordinators until the end of February
* MC to determine if a single position will be created by the January MC meeting
* Simon to canvas views from staff and MC and report back.

**4.3 WH&S Report**

Pending. Rhonda apologetic.

**Actions**

* Simon to contact Rhonda (member volunteer) one last time to see if she will deliver her report (or notes) either orally or in writing.
* If Simon does not receive a response within a week, then he will seek bids from three providers for a WH&S review of the shop and its operations. MC move this forward on-line, so that the WH&S review can be performed as quickly as possible.

**4.4 Shop price drops**

* Shop to repeat price drops on a monthly basis. **DONE - ongoing**
* Simon to provide financial reports on future price drops, including gross profit for each item. **DONE - ongoing**
* Simon to ensure a prominent notice is displayed in the shop about discounted items as relevant per week. **DONE - ongoing**

**Action:**

To continue this until financial information can be digested and acted upon.

**4.5 Online purchasing via website**

**Actions**

* Stevie to ask two members of the Website working group for advice about how this should progress. - **carry over**

**4.6 Increasing sales using social media**

* Maurice to contact the person he has in mind to assist with using social media to increase sales volume. - **carry over**
* Simon to work with staff on using Instagram to follow through on staff-determined weekly goals. - **carry over**

**4.7 Shop Refurbishment WG**

* Secretary to remove the item from future agendas. **DONE**

**4.8 Open Days at Alfalfa House (5 mins)**

* Adam to circulate a written proposal for discussion **DONE** [**see HERE**](http://drive.google.com/open?id=1DslvOfgLMbJM9_Hw5nhiNW06-7VoFWR70HKg2yZFC-g)
* To discuss! - **carry over**

**4.9 October Fundraiser**

* Adam to prepare a written report on the Red Rattler fundraiser. - **carry over**
* In future we are to “review demographics of areas we target” (Stevie suggestion, no person allocated) - **carry over**

**4.10 Potential MC members**

* Stevie to send the usual information package to anyone expressing interest in joining MC - **DONE**
* MC to revisit the question of recently resigned staff may join MC **- carry over**

**4.11 Affordability WG**

* Convenor / contact point needed!! - **carry over**

**5 Out-of-Session Decisions / Proposals**

That Rosie Paijmans be engaged as a casual shop coordinator.

Moved: Katherine Seconded: Jonny CARRIED by consensus

**6 Manager’s Report -** [**see HERE**](http://drive.google.com/open?id=0B00J7nXCx_iWeDR1eXVhdDB0eTJVN2J3YnhLMVA5cHRHV2xR)

**Additional Report / Discussion-**

1. We will not be open Monday, December 28th because that is a national holiday (as Boxing Day falls on the Saturday before); should we be open on Sunday, the 27th of December? Will there be enough stock? (Yes.) Will staff work? (Yes.)

Should we be closing early on Christmas eve? There are two divergent views on this, in terms of whether we are busy towards the end of this shift. What do we normally do? (Simon will consult with staff and see what they would like to do.)

**ACTIONS:**

* Simon to arrange for the shop to be open on Sunday 27th December
* Simon is given the authority to determine the closing times on the Thursdays of Christmas Eve and New Year’s Eve after consulting with staff, provided that we are open at least until 6 p.m.
* Emily to research whether we have a policy on these issues and to draft a policy on it if required.
1. Member has requested a refund of his membership fee. When he joined, the fee was refundable. That changed about 5 years ago. This policy change went through 2 AGMs. We contact members before we strike them from the list of members. Member is claiming financial hardship and would like his $20 back. Member is not an active member. Do we have a policy on this? (Yes, we don’t return money to members.)

**ACTIONS:**

* No exception to the policy to be made in this instance.
* Renata to liaise with Simon on further alternative assistance that could be found for this Member.
1. Simon will be having a conversation with staff about staffing the folks in the shop on Thursdays. Simon would like us to revisit whether we should be open longer hours on Thursdays.
2. We were awarded the Community Building Grant from Jenny Leong’s office. $15,000. (Thank you, Simon, for your hard work on this. Thank you, Adam T., for getting this started.) The $15,000 is ear-marked for various infrastructure projects in the shop.

That the Manager’s Report be accepted.

Moved: Andrew Seconded: Katherine CARRIED by consensus

**7 Staffing**

That AH accept the appointment of Rosie Paijmans, Casual Shop Coordinator effective from 23rd November 2015.

Moved: Jonny Seconded: Renata CARRIED by consensus

**8 Workplace Health + Safety -** NIL other than carried-over item in Section 4

**9 Working groups**

**9.1 Finance (Maurice)**

Report: Not yet circulated. Maurice spoke to it.

Actions taken / details: No details provided

Recommendations: NIL

**9.1.2 Risk management (Maurice)**

Report: NIL

**9.2 Shop Development (David)**

Report: meeting notes [HERE](http://drive.google.com/open?id=0B00J7nXCx_iWTS16by1OX3dfNGY1YUVPZWIzdWUxZmFGM2FZ)

Actions taken / details: Considered the Lease Option Exercise / Renegotiation

Recommendations: The Working Group recommends that one of the following courses of action be taken:

1. To proceed with exercising the “option” for renewal of the lease of 113 Enmore Rd, for a 3 year term (i.e. as authorized at the MC meeting on 25 August 2015).
2. To proceed with option i) as specified above, but to amend it by negotiating for an extension of the term from 3 to 5 years.
3. To seek to re-negotiate the lease, as a (new) five plus five year lease.

**9.3 Communications / Marketing (Stevie)**

Report: NIL

**9.3.1 Website**

Report: see [HERE](http://drive.google.com/open?id=0B00J7nXCx_iWcWJVdDByUWFZZ1N2Qm9VQkZmZXFnS2Y1OGRB)

Actions taken / details: Website WG proposes to use Pagely web hosting service plus VaultPress for security backup

* Note that an alternative proposal has been previously sent out by Adam Taylor - see [HERE](http://drive.google.com/open?id=1cOLqBxSqsaAH1fNQ3OSRn6ipwQOdoRXmIBORa-Wjl_E) - which was forwarded to the Website WG for consideration.

**ACTIONS**

* Insufficient details in the report circulated by Stevie. We were unable to approve the use of Pagely at this time.

**9.3.2 Social Media** on hold until after website launched

**9.3.3 Marketing (Celine as member)**

Report: Brief for the working group presented by Celine - [**draft HERE**](http://drive.google.com/open?id=1LdV9zYGDTLy38b58x7cR5MeRrcvY_5ILSVUQPmhwYwQ)

* To discuss! - **carry over**

**9.4 Affordability (Needs convenor/contact point)**

Report: NIL

**9.5 Operations (Adam)**

Report: NIL

**9.5.1 Planning (New convenor/contact point required) - NIL**

Report: NIL

**9.6 Compliance and Governance (No convenor/contact point)**

Report: NIL

**9.7 Sustainability (Katherine)**

Report: NIL

Actions taken / details: A TAFE student has taken on the waste project identified in our work plan. Noted that Alfalfa House is now switched over to Diamond Energy.

Recommendations: NIL

**9.8 Community & Membership (Adam) -**

Report: NIL

**9.8.1 Membership Development**

Report: NIL

**9.8.2 Volunteer Engagement (David)**

Report: [see notes](https://drive.google.com/open?id=0B00J7nXCx_iWV2trR0k3V19QV3dMb2dOVDNFODEzUjE5N01F) from 6th November (notes from 27th not ready)

Actions taken / details: Consideration of volunteers working the tills. Discussion only.

Recommendations: NIL

**carry over**

**9.8.3 Community Outreach (Adam)**

Report: NIL

**9.9 Staff Liaison (Jonny)**

Report: NIL

Actions taken / details: Staff Liaison Working Group will be conducting exit interviews with Monika and Elizabeth over the next few weeks.

**9.10 Product/Supplier (Adam, Katherine as a member)**

Report: NIL

**10 New Members and Cancellations**

That members with the following membership numbers: 10968 - 11046 with 7 skipped records (10975, 10980, 10982, 10991, 10995, 11030, 11033) and one blank record (10987) be accepted as new members.

That members with the following membership numbers be cancelled: 3053, 3184, 3260, 3369, 3549, 3831, 3913, 3964, 4099, 4515, 4561, 4765, 5291, 5497, 5503, 5611, 5781, 5836, 5976, 6097, 6483, 6514, 6529, 6550, 6574, 6678, 6916, 6971, 6997, 7103, 7266, 7337, 7438, 7441, 7472, 7529, 7578, 7805, 7814, 7941, 7976, 8013, 8090, 8113, 8126, 8167, 8207, 8230, 8264, 8326, 8356, 8436, 8546, 8548, 8577, 8611, 8615, 8637, 8651, 8659, 8661, 8688, 8730, 8775, 8884, 8913, 8918.

Moved: Renata Seconded: JonnyCARRIED by consensus

**11 Policy - NIL**

**12 Food Grants - NIL**

**13 Other Business**

**13.1 Products and Pricing Working Group Proposal**

Maurice presented a proposal for a new working group. MC agreed in principle that this working group would be approved subject to Maurice’s presentation of a formal brief for the group.

**Action:** Maurice to present formal brief to MC for approval.

**Meeting closed at 9:35 pm**

**Agenda items deferred this meeting**

* By the end of the week, approve amended Audit wording as circulated by Stevie.