**Minutes of the Annual General Meeting**

**Alfalfa House Community Food Cooperative**

**Sunday November 27, 2016**

Meeting opened at 6:08PM.

**1. Appointment of facilitator and minute taker**

Katherine Lustig appointed facilitator.

Andrew McNicol appointed minute taker.

**2. Attendance and apologies.**

Attendance list attached as separate spreadsheet.

Apologies received from Stevie Bee (member) and Renata Field (MC).

**3. Acceptance of minutes from previous AGM**

Jonny Green proposed we accept the minutes. Katherine Lustig seconded. Minutes accepted by consensus.

**4. Staff report - Julia Gove**

There has been lots of staff movement in 2016. Simon Holmes, Manager, resigned and Julia Gove and Janne King have been jointly acting in his place. There are new Produce and Groceries Coordinators and new Shop Coordinators.

A WHS audit was carried out, but we are yet to implement changes based on recommendations.

Because of our financial situation, staff have reduced running costs, such as staff hours (fewer staff at register, closing an hour earlier on Thursday) and taking on cleaning duties.

**5. Finance report - Jonny Green**

[Full report attached.](https://drive.google.com/open?id=14QuEi0I_UELGb4vrlQkU91gyxiq9JJ2ylbYKV7o7TQk)

Thank you to the Alfalfa House community for stepping up and helping when we called for support.

Forensic investigators are looking into our missing cash situation which could be due to theft or inaccurate POS system. Clarification was requested regarding our plan for when we get a response. MC will determine how much effort to put into replacing/upgrading our POS system or pursuing legal action.

Question about the usefulness of our POS system for reporting relating to high and low sale items. (It is useful, but it involves a lot of work and analysis to bring out information.)

**6. Members’ Council report - Katherine Lustig**

Reported on the development, adoption and implementation of the Strategic and Annual Plans ([HERE](https://drive.google.com/open?id=13ti9bcl5f_VA9a3KoNwlZTeUa_sWAFYCOslaG_lI07LeeP_MSThQfSW1VrUsvY_kQlcAB_KaSssRjJq-) and [HERE](https://drive.google.com/open?id=102vz55MY4QVsU7b_jJv9k0oMz2kW06TsQGhSGgw5AV7kdFq8RWo9Y19fLWqvfVOt1utRSe9KHeOfar_w)).

Announced the appointment of Maurice Cabrera as the new Manager, commencing Monday 5th December. In addition to any other issues, Maurice will focus on improving community relations between all members.

Question: How will MC report progress on the annual plan? (To be discussed during the MC meetings.)

Comment: Volunteers and staff need help to share, or at least know where to find, high level strategic details. (MC to discuss.)

**7. Audit**

As per the decision at our previous AGM, we are only required to carry out an audit once every three years. It is expensive (around $6.5k) and it did not previously put us in a more secure position financially (see Treasurer’s Report).

A group of 10 or more members can request we audit for any year we are not already scheduled to do one. We are otherwise not auditing this year.

**8 Announcement of Annual Fee**

The Blue Mountains Food Co-op visited recently to discuss our financial strategy. The only thing keeping them at profit is their annual fee. We are the only food co-op in the country that does NOT have an annual fee. MC have considered this situation and believe an annual fee is essential for our financial sustainability.

MC can introduce an annual fee of up to $20 without going to a vote. MC are looking into formalities (eg. do we need Fair Trading approval?) but the intention is to go ahead with this as soon as possible.

Floor opened up for discussion.

Point raised: When we abolished the fee in 2003, membership numbers went up noticeably.

Point raised: Will this be a fair change for all members, such as those who likely only shop once per year if they live out of area? Janne King: We've looked into it and there are all sorts of things we can implement to make sure it is fair, such as 6 month memberships or concessions.

When will fees be charged for existing members? There is a proposal that goes into detail. Fairness is being considered. There are lots of good ideas, but we also have to factor in administrative costs of implementing new features.

Comment: A good way of engaging membership; regular reminder of ownership.

Jonny Green: A fee is an extra hurdle, which is not ideal. But we desperately need money right now and it's an easy way to fix that immediately while we work on other, more long-term cultural changes.

**9 Election of Returning Officer**

All Directors resigned from the Members’ Council.

Maurice Cabrera was nominated as returning officer, and is elected.

**10 Call for nominations to Members’ Council and election**

David Winterton.

Self Nominated. Jonathan Green seconded.

Jonathan Green.

Self nominated. Victoria Taylor seconded.

Katherine Lustig.

Jonathan Green nominated. Jann French seconded.

Catherine O’Keefe.

Janne King nominated. Katherine Lustig seconded.

Victoria Taylor.

Jonathan Green nominated. Maurice Cabrera seconded.

Renata Field.

Katherine Lustig nominated. Andrew McNicol seconded.

Matt McMillan.

Sarah McMillan nominated. Andrew McNicol seconded.

There being only seven (7) candidates and a maximum of seven positions on the Members’ Council, Maurice Cabrera, Returning Officer, declares David Winterton, Jonathan Green, Katherine Lustig, Catherine O’Keefe, Victoria Taylor, Renata Field and Matt McMillan elected to the board of directors of Alfalfa House.

**11 General Business**

Question: Coles and other services such as Hello Fresh have hampers with recipe cards. Can we compete with new services such as these? (This is definitely an area we can work on, but it depends on volunteer capacity etc.)

Meeting closed at 7:28pm