

Alfalfa House Members Council Meeting - Minutes

Date: Tuesday 4 April 2017

Time: 7pm

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

Facilitator: Katherine

Minutes: Matt

Timekeeper: Jonny

**Meeting opened at: 7:03pm**

**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.

**1. Attendance and Apologies**

Attendance: Jonathan Green (MC), Katherine Lustig (MC), Matt McMillan (MC), Maurice Cabrera (Manager), Renata Field (MC), Victoria Taylor (MC), Emma Lees (member), Stevie Bee (member). (Janne King and Julia Gove from 7:20)

Apologies: Catherine O'Keefe, David Winterton

Absent:

**2. Approval of Agenda**

That the agenda be approved.

Moved: Renata Seconded: Katherine CARRIED by consensus

**3. Consent Agenda**

**3.1. Adoption of Previous Minutes**

That the minutes of the February 2017 meeting be adopted.

**3.2. New members and cancellations**

That members with the following membership numbers:12058-12133 with 4 skipped/blank records (12065, 12086, 12094, 12113) be accepted as new members.

That members with the following membership numbers be cancelled: 6596 9061  
9933 10344 10113 10128 627 7267 9537 10238 4400 6183 9141 9725 10359 10363  
4383 9748 10181 10272 9793 3150 4933 10326 6195 9423 9797 10216 10324 3160  
3267 8046 9499 10378 7387 10031 10384 10387 6069 8408 9716 10390 10391  
5342 9581 10393 10396 6991 9863 10397 9556 10355 10402 10406 7731 8227  
10409 10410 10411 4011 9321 9955 6461 3442 9806 4681 9360 10354 10430 5308  
7643 8912 10442 8060 9068 4589 10223 10449 10451.

### **3.3. Out-of-Session Decisions / Proposals**

NIL

### **3.4. Reports from Working Groups**

#### **3.4.1. Governance - NIL**

#### **3.4.2. Premises Solutions, Shop Development and Affordability**

See item in main agenda.- Forward Thinking Design Proposal

#### **3.4.3. Sustainability - NIL**

#### **3.4.4. Volunteer Engagement**

Julia Gove has agreed to convene this working group as part of her paid Volunteer Coordinator role. Julia has established a working group and they are to meet over the coming month.

#### **3.4.5. Community Outreach**

To be convened by volunteer, Frankie # 11887, as confirmed by Maurice

#### **3.4.6. Staff Liaison - NIL report**

#### **3.4.7. Grants - NIL report**

#### **3.4.8. Marketing**

The marketing working group is up and running again with a total of 4 members now. This month we concentrated on acquainting ourselves with what has been done and slowly getting a feel for what needs doing. The marketing working group will now be putting together the monthly newsletter (first issue going out next week), doing social media content and coordinating the development of the new website. We soon will be working with a PR student to organise a PR event with the aim of bringing in new customers and getting existing members to shop more. Our newsletter is in trial mode as we get our heads around working out the key messages and how to regularly create the content. A social media plan is being developed targeting particular customer audiences that we have identified. Finally, we hope to attract more volunteers to the group, in particular, a graphic

designer and some writers who can help with writing content for the newsletter. If you have any ideas please share them with us! -- *Celine, 16 March*

The newsletter was successfully sent out and in the process we have identified Stephanie De Vries (our current social media vullie) as the newsletter coordinator, Victoria Taylor has kindly offered to be the wordsmith/grammar reviewer. A timeline will be established, with clear deadlines and confirmed contributors to ensure this valuable communication tool it used effectively with our membership. *Maurice*

#### **3.4.9. Website**

I initially met with James Templeman to devise a plan to implement the new website on Friday 24 March. Over the last week or so I have established the website working group (WWG) with members Matt McMillan, Edyta Floras, Cassandra Daw, Victoria Taylor and myself. We have now settle on a website theme template, it was purchased today and has been passed to James to start the build process. We are now reviewing the navigation menu structure, together with the previous work completed as well as current requirements for AH. All existing information from our current website has been migrated to google docs to be reviewed/updated/edited before it is transferred to the new website. A further progress report will be provided for next month. *Maurice*

#### **3.5. Manager's Report [HERE](#)**

There are some new additions to the report, which provide a graphical history to our sales data with some interesting trends to digest.

#### **3.6. Staffing (appointments and resignations) - NIL for this period**

#### **3.7. Deferred Matters / Business Arising**

- 3.7.1. Maurice to bring a detailed fundraising event proposal to MC by March 2017 - **incomplete**
- 3.7.2. Maurice to report (as part of the Manager's Report) next month on plans for future workshops and other events such as tastings. - **incomplete: plans being finalised, further report coming**

**3.7.3.** Katherine to provide a full list of Working Groups, convener of each group, and brief for each group. - **list included in consent agenda and provided to Julia Gove; briefs not written.**

**3.8. Food Grants - nil**

**3.9. Workplace Health and Safety - see manager's report**

That the Consent Agenda Items be approved.

Moved: Victoria Seconded: Jonny. CARRIED by consensus.

**4. Finance Working Group**

February 2017 Treasurer's Report

[https://drive.google.com/open?id=1q-ejpm\\_kREQnaBbelNitkDHjjT\\_6Sc5HiGulvGZtYEw](https://drive.google.com/open?id=1q-ejpm_kREQnaBbelNitkDHjjT_6Sc5HiGulvGZtYEw)

Victoria asked if, after paying the debt to Simon, we would pay the debt to ATO for PAYG. Unless proposed otherwise, we will not pay it before its due date, as it is essentially an interest-free loan.

Maurice reported Kate's (Financial WG) suggestion that we look at any hidden costs in liquidation, and whether they are covered by business insurance.

February 2017 Dashboard

<https://drive.google.com/open?id=0B2CzrZkqx6HpMzIscXdzcU1oZkU>

**5. Forward Thinking Design proposal (Maurice, 10 mins)**

Proposal: That the FTD proposal be approved (presuming there are no remaining questions or concerns from the email thread). [Link](#)

Further to the document, the designer has come up with a solution to the liquids shelf that costs only 20% of the allocated budget.

Katherine aired Catherine's concern about giving PXD in exchange for a design that we might not be able to afford to implement. Maurice noted that the designer has been briefed with emphasis on our budget.

Victoria asked about time lines and deadlines. Maurice noted that we have until May 31 to implement the design (at least as much as will be covered by the Jenny Leong grant).

Moved: Matt Seconded: Jonny. CARRIED by consensus.

**6. Volunteer engagement working group discussion (Julia, 5 mins)**

Julia will provide a short update on this including the proposed convener for the group and required hours.

Julia is happy to head the group. First meeting will be Sunday 9 April 4pm, at the shop.

Victoria: How many hours and how often? Julia: It's been since 2015 since it has convened, so it needs to discuss its nature. Probably meeting monthly.

**7. Staff convening working groups** (Katherine, 15 mins)

Background: At present, all working groups are convened by volunteers. Staff who participate in working groups do so as volunteers, even if they are convening the group.

**Proposal:** That any staff member paid on an hourly basis who is required to convene a working group as part of their duties be paid for their time doing so.

Julia doesn't think it's a good idea, since one member of the volunteer group will be paid while the rest aren't.

Jonny says that if it's part of fulfilling your job description then you should be paid. Further, the volunteer coordinator should not convene the volunteer engagement working group once it is on its feet and a volunteer within the group can convene it.

Stevie: We have a policy on this. Staff are not expected to undertake volunteer hours. They can undertake volunteering that's not part of their job description.

[https://drive.google.com/open?id=0B00J7nXCx\\_iWRXoyb2dySHVJTIVib0FLUjg3VTZBZkV1dC00](https://drive.google.com/open?id=0B00J7nXCx_iWRXoyb2dySHVJTIVib0FLUjg3VTZBZkV1dC00)

Matt: If it's part of a staff member's duties, that staff member isn't doing it voluntarily. They should be paid.

Agreement not required on the basis of existing policy.

**8. Project proposal** (Emma, 10 mins)

Report [HERE](#)

**Proposal:** That Emma (and anyone else interested) pursues research into potential synergies with entities such as those listed (these just provide examples, not exhaustive), and that a report be brought back to MC if necessary detailing opportunities and recommended actions.

Victoria: What is meant by "synergies"? Emma: For example, two entities with newsletters announcing each other's upcoming events in their newsletters. Maurice: More like community outreach; setting up channels, for example getting Lentil As Anything's clientele to shop with us, and our clientele to go to Lentil As Anything's workshops.

Katherine noted that we have a Community Outreach working group.

Victoria: If we pass this today, will you report to us? Emma: Yes, next month or in the next few months.

Julia (volunteer coordinator) will keep an eye out for volunteers who are interested in community outreach, and refer them to Emma. Maurice mentioned some interested people.

Moved: Victoria. Seconded: Jonny. CARRIED by consensus.

**9. New aprons and t-shirts proposal (Maurice, 10 mins)**

Background: Volunteers need to have the option to wear a uniform.

**Proposal:** That a one-off working group be created and convened by a member of MC to produce new aprons and t-shirts for volunteers, and possibly also for sale to members.

Jan has a design and a screen ready to go.

Katherine: Is the logo the most up-to-date logo? Maurice: No, it's the old logo.

Katherine: So they will be reviewing the design?

Victoria: what colour will the aprons be? Everyone: That's a discussion for the WG.

Renata is willing to convene. Aprons in the shop in six weeks

Moved: Matt. Seconded: Victoria. CARRIED by consensus.

**10. Public holidays in April (Maurice, 10 mins)**

Maurice: Easter holiday, we usually close on the public holidays, but open on the Saturday and the Sunday. He is potentially thinking that Easter Saturday is a day when we don't need to pay public holiday rates to tradesmen to install the oil shelf, kombucha, and other required work.

Jonny has found a public holiday policy. Traditionally we close for public holidays but the policy states that we may break that on Easter Saturday.

Katherine: According to the Industrial Relations website, Easter Saturday is a public holiday, but does not fall under restricted trading.

Janne: We don't do a lot of business on that day, even though we pay the staff a lot.

**Proposal:** That we do not open on Easter Saturday, and we use it to make as many changes to the shop as we can. It fall upon Maurice to ensure that we are in a position to make the best use of the day.

Renata: Do we have an obligation to the members to open the shop that day?

**Amended proposal:** That we open the shop in the afternoon on Easter Saturday, and use the morning to make as many changes to the shop as we can. It fall upon Maurice to ensure that we are in a position to make the best use of the day.

Emma: There is plenty of time to warn the membership of closure. Maurice: We could promote it by promoting the changes we will make. Julia: We could have late night shopping the Thursday before.

Jonny: Is this an MC call, or can the manager make the determination?

(Proposals not moved, in lieu of below action item.)

**ACTION ITEM: Maurice to consult with staff, to determine whether and how long to open on both Easter Saturday and ANZAC Day.**

**11. Online communications and data management. (Renata, 15 mins)**

For agreement: How the following will be managed by MC to ensure clear communication and easy access to files:

- Common Gmail account - this is an email account ([alfalfahousesydney@gmail.com](mailto:alfalfahousesydney@gmail.com)) that MC members can use to contact third parties on official AH business; Renata has the password; we also have [mc@alfalfahouse.org](mailto:mc@alfalfahouse.org)
- Discussions by email
- Files
- Other data online

**ACTION ITEM: Matt to investigate how to get mail addressed to [mc@alfalfahouse.org](mailto:mc@alfalfahouse.org) automatically forwarded to the MC's Google Group. (\*\*note from VT)**

Renata would like to prioritise getting the Members' Council meeting agenda out to the members. The plan is to include a view-only link to the draft agenda in the newsletter.

**12. Question from Stevie about Taste Organics - what is our strategy?**

Maurice - they have a lot of packaging, but good produce.

Katherine will convene a meeting in which we look through the Strategic Plan, and identify which items go towards the competition with Taste Organics, and place deadlines on them.

The Marketing working group do know of Taste Organics opening soon, and know how we will differentiate ourselves.

**Meeting closed at 9:00pm**

## Post-Meeting Check-In





