

Alfalfa House Members Council Meeting - minutes

Date: 26 September 2017

Time: 7pm

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

Facilitator: Katherine Lustig

Minutes: Matt McMillan

Meeting opened at: 7:05pm

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: Katherine Lustig, Matt McMillan, Jonny Green, Renata Field, Catherine O’Keefe, Nathan Wrattan, Maurice Cabrera, Bruce Diekman, Julia Gove, Stevie Bee, Jann French, Paul Domicone, Janne King (arrived 7:20pm).

Apologies: Victoria Taylor, David Winterton, Nicole Barakat

Absent:

2. Approval of Agenda

Proposal: That the agenda be approved.

Moved: Catherine O’Keefe. Seconded Jonny Green. Carried by consensus.

3. Consent Agenda

3.1. Adoption of Previous Minutes

That the minutes of the August meeting be adopted.

3.2. New Members and Cancellations

That members with the following membership numbers: 12459 to 12558 with 7 skipped/blank records (12463, 12472, 12473, 12481, 12492, 12502, 12536) be accepted as new members.

That members with the following membership numbers be cancelled: 5258, 5396, 5411, 6891, 6982, 7939, 7970, 8110, 8311, 8524, 9014, 9127, 9380, 9424, 9570, 9626, 9665, 9882, 10046, 10115, 10544, 10551, 10780, 10834, 10859, 10870, 10871, 10875, 10882, 10886, 10889, 10890, 10893, 10894, 10896, 10897

3.3. Out-of-session Decisions/Proposals

NIL

3.4. Reports from Working Groups

3.4.1. Governance

The Alfalfa House governance working group met on Saturday 2 September 2017, at 10.30am, upstairs at Lentil as Anything, 391 King Street.

We reviewed the previous failure to update the Rules, and commenced work to align current Alfalfa House Rules content with the new Model Rules.

3.4.2. Premises Solutions, Shop Development and Affordability

NIL

3.4.3. Sustainability

NIL

3.4.4. Volunteer Engagement

NIL

3.4.5. Community Outreach

MC Meeting report, for 21st September

Food Grant - No applications yet - We will discuss where else we can advertise next meeting

Workshops - Workshops program is up and successfully running. Upcoming workshops we are looking at include vegan cooking, pickling and bees wax wraps.

Grants - Applications for the City of Sydney matching grants close 20th of November and we are looking at possible projects.

3.4.6. Staff Liaison

Manager's 6 month review was conducted August 22nd 2017. A follow up check in was also offered to the Manager by SLWG. SLWG met with Produce and Groceries coordinators to hear their concerns regarding hours required by MC for additional work.

3.4.7. Marketing

[Marketing WG Report](#)

3.4.8. Website

[Website WG Report](#)

3.4.9. Finance

[August 2017 Treasurer's report](#)

[August 2017 Dashboard](#)

3.5. Staffing (appointments and resignations)

NIL

3.6. Deferred Matters / Business Arising

Item	When expected	Status
Catherine: Provide contact details to Maurice for Bass Floors		Closed
Maurice: Confirm with FTD if there will be shelf space for groceries to be put at the till to make checkout easier.	This was included in the Shop Development proposal presented at Aug MC	Closed
Maurice: Ensure that freezer running costs are included in the costed proposal.	This was included in the Shop Development proposal presented at Aug MC	Closed
Marketing Working Group: Present alternative sign wording to MC for approval.		Closed
Victoria: Investigate specific case of member organisation which has a single membership number used by multiple staff for shopping.		Email to MC - 26.9.17. Proposed - checking numbers on membership number, then no further action
Community Outreach Working Group: Review opportunity to bring in an organisational membership / subscription fee for corporates and not-for-profits, and bring a proposal back to MC.		Open
Maurice will work with Catherine, Jonny and Finance working group to add details to Shop Strategy document. VWG will add the detail to the volunteer engagement strategy.		Open
Vanessa to get figures on the return on shelf space to Catherine (Shop Development).	Vanessa working on providing shelf space comparison	In-progress
Katherine: Collate a set of questions for Shop Development		Open

3.7. Food Grants

NIL

3.8. Workplace Health and Safety

A volunteer has rolled her ankle in the shop. An incident report has been completed. See detail in Manager's Report.

Proposal: That the Consent Agenda Items be approved.

Moved: Jonny Green. Seconded: Catherine O'Keefe. Carried by consensus.

4. Manager's Report

[Manager's report](#)

We will move the Tonicka Kombucha from the *Edible Liquids* category into the *Fridge* category.

Veggie box delivery is averaging \$15 profit per box. We will now go live with deliveries. We probably will be adding a bigger box, rather than replacing the current size.

5. Products from Israel (Nicole Barakat, member)

Proposal: That Alfalfa House Community Food Co-operative ceases to sell products originating from the State of Israel.

REPORT [HERE](#)

Stevie raised the issue that other products we purchase come from other countries with human rights concerns, and suggested it could be discussed at the AGM by members. Maurice said that after discussion with Lucy (Groceries Co-ordinator), it was felt that there wasn't yet enough information to make a decision. Staff are currently working with Honest to Goodness (supplier) to get more info. With the five products we sell from Palestine, it's clear we are considering the ethics of the region. In the meantime, Californian dates have been sourced as an alternative, to give customers the choice at this time.

Jann said she would also like to look more at the existing supplier.

Renata pointed out that it's not just the farm that benefits from the purchase. The goal of boycotting Israel is to affect all the parts of the supply chain.

Amended proposal: That Alfalfa House Community Food Co-operative ceases to source products originating from the State of Israel until concerns about Palestinian human rights abuses are no longer an international concern. Further, that members be invited to discuss the merits of ceasing to source products from countries where human rights are a concern (including reviewing the decision on the State of Israel) at the 2017 AGM.

Moved: Katherine Lustig. Seconded: Renata Field. Carried by quorum. (Jonny Green stood aside.)

6. Annual Reports (Renata)

Proposal: That we write and publish an annual report at the end of the 2017/18 financial year and every year.

Moved: --

Withdrawn. This is already standard practice. One for this year will be forthcoming.

7. AGM (Renata)

7.1. AGM pot luck

Proposal: That we host a potluck dinner in conjunction with the AGM.

Moved: Katherine Lustig. Seconded: Catherine O'Keefe. Carried by consensus.

7.2. Date

Proposal: That the 2017 AGM be held on Sunday 12 November, subject to discussion over the next two weeks.

Moved: Catherine O'Keefe. Seconded: Jonny Green. Carried by consensus.

8. NCOSS innovating for good conference (Renata)

Proposal: That AH present a pitch for the NCOSS innovating for good conference. Note: we would need to find an auspicing body with DGR status for charity donations.

<https://launch.innovation.nsw.gov.au/I4GPitchEvent>

Moved: --

Katherine: This falls fairly close to what we do with grants, so we don't necessarily need to approve it here.

Withdrawn. To be pursued at the discretion of the Community Outreach WG, in line with their strategy.

9. Template for Proposals to MC (Catherine O'Keefe)

Proposal: That the template for putting a proposal to MC.

TEMPLATE [HERE](#). The template is intended to be used by staff, MC, volunteers and other members to help ensure that all necessary information is provided to enable an informed decision by the Members' Council.

Amended proposal: That the template for putting a proposal to MC be made available (with changes to come: a two-page maximum length be suggested; attachments be invited); and that it be provided on the website.

Moved: Matt McMillan. Seconded: Catherine O'Keefe. Carried by consensus.

10. Purchasing Policy (Catherine O'Keefe)

Proposal: That the revised Purchasing Policy be adopted. Further, that the previously adopted Project Tendering Policy (2015) and the Purchasing Goods and Services Policy (2015) be rescinded.

[Draft Purchasing Policy](#)

Background: The purchasing policy is to replace the [Project Tendering Policy \(2015\)](#) and [Purchasing Goods and Services Policy \(2015\)](#). The audience for this policy is the Manager and MC. The reason for this policy update is to ensure all decision-makers understand the full impact of the purchasing proposals. It is also designed to be simple for small things and

more involved for larger projects that have a more financial impact on the co-op. Examples of these include the shop refit and the shed. I have collaborated with Victoria and David.

Withdrawn.

ACTION ITEM: Comments to be sent to Katherine by 4 October 2017. Decision to be made by MC by 11 October 2017 out of session.

Meeting closed at: 9:10pm

Post-meeting check-in

Next meeting date: Tuesday 24 October 2017