

## Rhubarb Monthly Meeting Minutes

Chair: Rebecca Gouldhurst

Note-taker: Tamarind Hamwood

Time: 7pm – 9pm

Location: Barrett House

### Attendees

Rebecca Gouldhurst, Helene Zampetakis, Natacha Bernstein, Annemarie Giordano, Tamarind Hamwood, Malcolm Fitzgerald, Nadine Gray, Marisa Pene

### Apologies

Matthew Daly, Brendon B, Paul Ceccato

## Agenda

1. Minutes of previous meeting and minutes format
2. Social design
3. Finance update
4. Volunteer Positions: not for discussion, distribute to update only
5. AGM 7<sup>th</sup> August
6. Refunding membership fee
7. Seminar, meetings and conferences
8. 1pm Box Pick-up
9. Financial authority
10. Insurance
11. Rhubarb phone
12. General updates – paper bags
13. Quality standards tool
14. Next meeting

### 1. Minutes of previous meeting

#### Discussion

- Minutes were read and approved.

Proposed: Rebecca Gouldhurst

Seconded: Malcolm F

In favour

**Action:** Malcolm to create an account for Tamarind to upload minutes to website.

### 2. Social design

#### Discussion

- Social design will be considered for a) Thursday collection times and b) Rhubarb meetings.
- Specific social design items will be printed on a poster to be displayed during meetings.
- People need to follow up on actions or hand the job to someone who can.

**Action:** Rebecca will email possible items to improve social design.

### 3. Finance update

#### Discussion

- Donations account: \$1,000
- Trading account: \$3,398
- Large order of ~\$1,000 this week. Malcolm presented weekly spending over time.

#### Conclusion

Donations account will remain open with \$0 balance, money should be moved to trading account.

Proposed: Malcolm F

Seconded: AnneMarie

In favour

**Action:** Nadine to arrange this with bank.

### 4. Volunteer positions: update only

#### Discussion

- Natacha provided printer overview of jobs list for review by individuals.
- Jobs list on webpage can be updated in current format.
- Volunteers and interns may be interested in gaining experience with Rhubarb
- Action items posting may be a new job

### 5. AGM Thursday 7<sup>th</sup> August

#### Discussion

- Acceptable titles for Dept of Fair Trade are Principal Executive Office, Secretary and Directors
- Members need to know directors' responsibilities prior to request for nominations.

#### Conclusion

AGM is Thursday, 7 August 2014.

**Action:** Rebecca to write role descriptions for directors for dissemination via AGM notification.

### 6. Membership fee refunds

#### Discussion

- A request for a membership fee refund was made in light of handling fee.
- Rhubarb policy is not to refund membership fees.

**Action:** Nadine will contact member to explain Rhubarb's position.

**Action:** Rebecca will review webpage to describe clearly what a co-op is, what you get for membership fee, and that this fee is non-refundable.

### 7. Seminars, meetings and conferences

#### Discussion

- The Co-op Bookshop Seminar: Attended by Natacha and Malcolm
- Survive and Thrive – Strategies for a Changing Economy, Fri 27 June 2014, 6:30-9:30 by Nicole Foss and David Holmgren.
- Co-op Conference, Sat & Sun, 27-28 July 2014
- Alfalfa meeting, Tues 24 June 2014. A special meeting re: finances to be held at Erskinville town hall

#### Conclusion

Rhubarb will sponsor attendance at "Survive and Thrive" for any members who wish to attend.

Proposed: Rebecca

Seconded: Natacha

In favour

## 8. 1pm Vege Boxes

### Discussion

- Malcolm presented weekly demand for vege boxes over time (usually 25-35 boxes)
- Second collection time will be considered when demand is consistently 35 boxes.

## 9. Financial authority update

### Discussion

- Names removed and paperwork being processed to arrange new authorities, as per minutes of last meeting.

## 10. Insurance

### Discussion

- Rhubarb contract re: use of Barrett House is not yet available.
- Insurance position will be reviewed when contract is available

**Action:** Rebecca to obtain a copy of the contract for review of insurance position.

## 11. Rhubarb phone

### Discussion

- Due to concerns about sharing personal information, a Rhubarb phone was suggested.

### Conclusion

A phone and SIM card will be made available for use by Rhubarb volunteers

Proposed: Natacha

Seconded: Malcolm

In favour

**Action:** Natacha to email a request for a second hand phone to members.

## 12. Paper bags

### Discussion

- Nadine brought 105gsm 100% post-consumer recycled paper bags from Ecocern
- No thinner bags of 100% post-consumer paper are available.
- Larger dry goods orders will suit these thick bags, and reduce dry goods weighing time
- Marissa mentioned other recycled bags are used at local coffee shop.

### Conclusion

Minimum order of paper bags will be placed.

Dry goods order sizes will be reviewed and increased where appropriate.

Proposed: Nadine

Seconded: Malcolm

In favour

**Action:** Nadine to order bags and review dry goods order sizes.

**Action:** Marissa to email Nadine re: other paper bags.

### 13. Quality Standards

#### *Discussion*

- Malcolm presented an electronic tool for assessing comparable products.
- Weightings for factors such as chemical use, social welfare, etc. can be entered to determine the overall product rating, and therefore select the best product.
- A survey of Rhubarb members will aid in determining the weightings.

#### *Conclusion*

This tool will be used to provide clarity for Rhubarb product selection.

**Action:** Malcolm to design survey for members to provide input into product selection.

### 14. Next meeting

*Date and time:* July 2014, 7-9pm

*Location:* Barrett House

#### *Draft Agenda items:*

1. Minutes of previous meeting
2. Finance update
3. Pricing
4. AGM – change of date to a Friday
5. Social design
6. Jobs list
7. Allocate job description writing
  - a. Reconciliation / membership checking
  - b. Order dry goods
  - c. Order to farmers / eggs
  - d. Coordinators for Thursday night
  - e. Concierge for Thursday night
  - f. Update / enter new product into the shop system
8. Seminars, meetings and conferences
9. Insurance
10. General updates
11. Next meeting