

## Rhubarb Monthly Meeting Minutes

Chair: Rebecca Gouldhurst

Note-taker: Tamarind Hamwood

Time: 7pm – 9pm

Location: Barrett House

### Attendees

Rebecca Gouldhurst, Annemarie Giordano, Tamarind Hamwood, Malcolm Fitzgerald, Nadine Gray, Marisa Pene, Jonathon Lavelle and Tom Nockolds

### Apologies

Matthew Daly, Brendon B, Paul Ceccato, Helene Zampetakis, Natacha Bernstein,

## Agenda

1. Minutes of previous meeting
2. Social design
3. Finance update
4. Pricing
5. AGM Friday 15<sup>th</sup> August
6. Jobs list
7. Stock ordering
8. Seminar, meetings and conferences
9. Insurance
10. General updates – paper bags, scales, reconciliation, membership fee refund, title of concierge
11. Quality standards
12. Next meeting

### 1. Minutes of previous meeting

#### Discussion

- Minutes were read and approved.

Proposed: Rebecca Gouldhurst

Seconded: Malcolm Fitzgerald

In favour

### 2. Social design

#### Discussion

- Rebecca compiled a list of goals for social design for both a) Thursday collection times and b) Rhubarb meetings, with additional items added during the meeting.
- Meeting chair could be a position shared among members

### 3. Finance update

#### Discussion

- Donations account: \$0
- Trading account: \$5,198

**Action:** Nadine is arranging access to accounts for herself.

#### 4. Pricing

*Discussion*

- Rhubarb is losing money and needs to increase the price of products. Factors such as delivery, packaging and overage should be included in the calculations.
- A member is cross-checking the costs of goods and delivery with prices we are charging
- Accounts should be reviewed every three months, now that AnneMarie has access to the invoices and order system
- Tania will be give the information to account for the invoices as well
- Malcolm has a tool to calculate RRP.

#### 5. AGM

*Discussion*

- Date must be a Friday to accommodate director attendance.
- Tentative date is Friday 15 August, subject to availability of Adam (Alfalfa director) who will act as MC

#### 6. Jobs List

*Discussion*

- Natacha continues to write up the list
- Some jobs have been added to the order form website
- Job description writing was allocated:
  - o Reconciliation / membership checking - Mat
  - o Order dry goods - Marisa
  - o Order to farmers / eggs - Rebecca
  - o Coordinators for Thursday night - AnneMarie
  - o Concierge for Thursday night - AnneMarie
  - o Update / enter new product into the shop system – Malcolm
- Concierge will change to two jobs per week – 5:30-6pm and 6:-6:30pm

#### 7. Stock Ordering

*Discussion*

- Marisa currently checks stock and orders from one supplier
- Rhubarb will start ordering from more suppliers
- The supplier spreadsheet needs to be updated with new suppliers and their product lists and given to Marisa
- Where cost-effective, Rhubarb will order with Alfalfa and accept the 10% cost they request for buying with them
- Currently John is sourcing suppliers, Marisa is ordering

*Conclusion*

Supplier relationship management will be improved if one person manages sourcing and ordering from specific suppliers.

**Action:** Malcolm to provide updated supplier spreadsheet to Marisa

#### 8. Seminars, Meetings and Conferences

Food Co-op conference 26-27 July

- Nadine, Rebecca, Marisa, Malcolm attending

## 9. Insurance

### Discussion

- Rebecca reviewed the contract with Randwick Council re: use of Barrett House premises
- Rhubarb are covered under the Randwick Council public liability insurance for activities at Barrett House
- A receipt was not issued for key deposits paid to Randwick Council

**Action:** Rebecca and Natacha to request receipt for key deposits (~\$300)

## 10. General Updates

### Discussion

#### Paper bags

- Paper bags have run out, new bags will be ordered
- People may choose to reuse their own bags however Rhubarb cannot reuse bags due to hygiene concerns
- Future possible suppliers for bags will be considered

#### Scales

- Fruit must be pre-weighed now to prevent congestion at scales
- An additional set of scales may be purchased in the future
- A bowl may be purchased so fruit can be weighed without using bags

#### Reconciliation

- If someone owes more than \$100, and hasn't paid in 2 weeks, they will be unable to place further orders.
- Rhubarb will request people confirm payment to a specific email address, which the reconciler can access if required

**Action:** Mat, Malcolm and Paul to liaise to implement. The databases will allow the reconciler to add a value against a member record. If someone owes money, the reconciler will be able to enter the amount owing into the system. When that person logs in the web shop will tell them that they owe \$x and that they need to pay that amount to us before they can order. They can send the reconciler an email when they've paid. He will clear the value from the membership record and at the next login that person will be able to use the shop.

#### Membership refund

- Letter was reviewed by committee members and sent today

#### Title of concierge

This job title will remain concierge.

## 11. Quality Standards

### Discussion

- Malcolm presented survey for review
- Rhubarb policy is not to refund membership fees.

**Action:** Nadine will create survey based on discussion and Malcolm's template

**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.

## 12. Next meeting

*Date and time:* Thursday 21 August 2014, 7-9pm

*Location:* Barrett House

*Draft Agenda items:*

1. Minutes of previous meeting
2. Finance update
3. Social design
4. AGM
5. Jobs list incl. interns, job title pins
6. Update on 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
7. Seminars, meetings and conferences
8. Monthly communication during collection time
9. General updates
  - a. Phone
  - b. Bank authority
  - c. Paper bags
10. Next meeting