

## Rhubarb Monthly Meeting Minutes

Chair: Rebecca Gouldhurst

Note-taker: Tamarind Hamwood

Time: 7pm – 9pm

Location: Barrett House

### Agenda

1. Minutes of previous meeting and minutes format
2. Social design – 15 minutes per topic
3. Finance update
4. Bank authority
5. info@rhubarb hand-over and jobs available from this
6. Fair trade AGM forms – to fill out
7. Ethical choices - survey
8. Job descriptions
9. Minutes upload
10. Bank MECU
11. Future of Rhubarb
12. Eco-fair
13. Issues at Thursday collection for last week
14. Director's responsibilities
15. General updates
16. Next meeting: Sept 25th

#### 1. Minutes of previous meeting and minutes format

Minutes from the previous meeting were approved with no amendments.

#### 2. Social design

Rebecca circulated list of social design principles for Rhubarb meetings.

**Action:** Rebecca will make this list available to Rhubarb members.

#### 3. Finance update

*Discussion*

- Donations account: \$0
- Trading account: \$5,145.47

#### 4. Bank mecu

*Discussion*

Jo from Bank mecu, Canberra, presented on history, current aspects and capabilities of Bank mecu (presentation was emailed to those present at the meeting).

- Authority can be changed by adding signatories electronically using appropriate form with verification of ID online. Requires names, level of authority for each person.
- Two signatories approve a payment standardly, first to log in and arrange payment, second to log in and approve

- Cash deposits can be presented at gyropost and NAB bank
- Cash can be accessed by setting up a petty cash account with a low balance and two visa debit cards which can be used at redibank atms. (\$1.65 withdrawal fee)
- Community banking is via a relationship manager via phone or email

There have been issues with current bank (Bendigo) not removing authority from previous signatories after repeated requests. If Rhubarb changes banks, there will be a change-over period, with significant member notification via email and/or ordering system and/or webpage.

#### *Conclusion*

Rebecca proposed we change to bank mecu. It was decided that this would be voted on at next meeting.

## **5. Financial authority**

#### *Discussion*

Although requested, this has not been actioned by bank as yet. Rebecca Gouldhurst will arrange for the changes listed below.

#### *Conclusion*

It was moved that the following amendments be made to financial authority.

Add:

Nadine Gray

Remove:

Cindy Ilana Alice

Josephine Zappia

Catriona Davies

Mary Josephine Bellanca

## **6. info@rhubarb email recipients and related jobs**

#### *Discussion*

Directors have now been added as the five people who receive emails sent to this address. Emails are automatically forwarded to their designated accounts.

There are three types of emails:

- a. general queries, new member emails, responded to by Natacha Berstein
- b. requests for / feedback on food, need to be forwarded to Freya who will collate information and pass on to Borka
- c. invoices from suppliers, need to be forwarded to Tanya (stop control job) who updates inventory on website

The first handover meeting on jobs which Rebecca and Malcolm manage will be held Sunday, 31 Aug from 11-1pm.

**Action:** A new email address will be used for comments during ordering and go directly to Freya. She can forward any emails not relating to farmer requests to info@rhubarb.

## **7. Rhubarb website**

#### *Discussion*

Rhubarb has a wordpress website which is accessible to anyone who wants to change it. Particular people have access to editing and administration. A new job is to look after the website.

**Action:** Website management is a new job to be added to the jobs list by Malcolm.

## 8. Issues during collection Thursday 21 August

### *Discussion*

AnneMarie described her experience of Thursday 21 August.

First issue: One of the three usual printouts used in reconciliation of collection was printed for the wrong date, and had to be accessed using the Filemaker app on Kerry's phone. Notes on paper were used to record what had been collected.

Second issue: No one were there to close up / coordinate on the evening.

**Action:** Closing up is a new job to be added to the jobs list by Malcolm.

### *Conclusion*

Some jobs are essential and need to be filled each week. This may be managed by people ticking an electronic box when their job is done, or an automatic email reminder if it is not done. It could also be managed by these jobs appearing first on volunteering page, with additional jobs becoming available when they are filled.

To address the first issue, access to the printout is now via clicking on the correct date. As a back-up, the iphone app can be used.

Rebecca proposed that we adopt some measures to ensure jobs are filled.

Proposed: Rebecca Gouldhurst

Seconded: Natacha Bernstein

In favour

**Action:** Malcolm to ask Paul how this could be done.

**Action:** Marisa to follow up on wifi reliability at Barrett House with Antony Wineberg and Randwick City Council.

## 9. Uploading meeting minutes

### *Discussion*

Functioning well, no further discussion. :

## 10. Ethical preferences survey

### *Discussion*

Nadine will present at next meeting.

## 11. Fair food week (Oct) and Ecofair (Sept)

### *Discussion*

EcoFair

Previous bought mandarins and sold them at a profit of ~\$500.

As Ecofair is very soon, there is inadequate time to arrange a stall. Additionally, due to significant growth, focus is on sustainability instead of a recruitment of new members.

### *Conclusion*

Rhubarb will not participate in EcoFair this year.

Fair food week will be discussed further at next meeting.  
Sustainable house day is Sunday 7<sup>th</sup> Sept at Barrett House, 10am-4pm.

## 12. Growth at Rhubarb

### *Discussion*

Growth is usually at 4 new orders (prior to membership payment) per month. Sonja queried why we aren't retaining new members as active members. This try-and-see is not considered unusual in co-ops.

**Action:** Rebecca to ask Jon why he is now less involved.

### *Conclusion*

It was agreed that Rhubarb doesn't need growth until the handover from Rebecca and Malcolm is completed.

## 13. Next meeting

*Date and time:* Thursday 25 Sept 2014, 7-9pm

*Location:* Barrett House

NB: This is not the usual third Thursday of the month.

### *Agenda items:*

1. Minutes of previous meeting
2. Finance update
3. Bank mecu
4. Social Design
5. Financial authority
6. Reporting to Dept Fair Trade
7. Ethical choices – survey
8. Job descriptions
9. Future of Rhubarb / Malcolm & Rebecca handover
10. Director's responsibilities
11. Thursday divvy organisation
12. Turn-over roles