

## Rhubarb Monthly Meeting Minutes

Chair: Rebecca Gouldhurst

Note-taker: Tamarind Hamwood

Time: 7pm – 9pm

Location: Barrett House

Present: Rebecca, Malcolm, Nadine, Natacha, Helene, Tamarind, Paul.

### Agenda

1. Minutes of previous meeting
2. Social design
3. Finance update
4. Bank MECU
5. Christmas closing
6. Jobs
  - a. Job description list
  - b. Reconciliation
  - c. Egg collections
7. Email follow-up items
8. Ethical choices survey
9. Director's responsibilities
10. General updates
11. Handover meetings
12. Party for Rebecca and Malcolm
13. Next meeting: Thursday 11<sup>th</sup> Dec

#### 1. Minutes of previous meeting

Minutes from the previous meeting were approved with no amendments.

#### 2. Social design

Social design principles will be added to welcome email, added to a pop-up in the website when ordering

**Action:** Nadine to send them to Natacha, who will arrange this.

#### 3. Finance update

*Discussion*

- Donations account: \$0
- Trading account: \$6,943.23

#### 4. Bendigo Bank

Financial authority on all accounts as signatories will full access and internet banking is to be given to: Ms Tamarind Hamwood and Mr Olivier Labon

The address for Rhubarb Food Co-operative is to be changed to :  
4/12 Park Av, Randwick NSW 2031

#### 5. Bank mecu

*Discussion*

Jo O'Sullivan from Bank Mecu has been unresponsive. No cheque book is required.

*Conclusion*

**Action:** Rebecca to call.

**Action:** Helene is completing paperwork to open accounts.

**Action:** Natacha, Tamarind, Nadine, Helene to complete web verification if not done already.

## 6. Christmas closing

*Discussion*

Rhubarb usually has high order volume leading up to Christmas. We would like to keep Rhubarb open for Thu 18 Dec, and only close on Thu 25 Dec and Thu 1 Jan.

**Action:** Tamarind to email “essential” jobs (Marisa, Tania, Freya) to see whether they will be able to continue over this time.

**Actions:** Malcolm to remove 25 Dec and 1 Jan from Filemaker, and to add Tania to [orders@rhubarbfood.org.au](mailto:orders@rhubarbfood.org.au) email and request that Tania email [info@rhubarbfood.org.au](mailto:info@rhubarbfood.org.au) when her job is completed.

## 7. Jobs

(a) Job descriptions list

Tamarind has compiled a list based on website and Natacha’s notes, with 1h jobs. Filemaker descriptions to be added in. It is saved on google drive for other active members to see.

(b) Reconciliation

Mat has had two offers to take over reconciliation, in addition to Tamarind wanting to learn about the job

(c) Egg collections

A back-up person is needed

(d) Handling fee increase

After discussion of member feedback, fee and job duration increase will start in Jan 2015. This will ensure sustainability and progress of the co-op.

**Action:** Nadine to comment on discussion the reasons why the increases are required.

(e) New jobs

Randwick Council requested Rhubarb assist with garden maintenance between gardener visits on 1<sup>st</sup> Thursday of the month. This will be a new job “Gardener”.

## 8. Handover meetings

*Discussion*

**Action:** Rebecca, Natacha and Tamarind will meet to discuss handover issues.

Tamarind to email “essential” jobs (Marisa, Tania, Freya) to see whether they will be able to continue over this time.

## 9. Software Copyrights

*Discussion*

Malcolm built the back end of the Filemaker software used by Rhubarb. Rhubarb has a non-exclusive licence to continue to use this software.

## 10. Blog

*Discussion*

A new role of “communications volunteer” will be created. Shelley is keen. This will cover email, website updates, forum, facebook page and member emails. A blog could be created, but at this stage the focus is on member communication.

## 11. Process for Orders not received

*Discussion*

Some items are only available periodically, and hoping they will be available the following week if they are not received one week can lead to disappointment. The process for items ordered but not received is as follows:

If an item is not received one week, please note in comments on the following weeks order, and pay your account less the cost of the item not received.

This information is already on FAQ page.

## **12. Christmas party**

### *Discussion*

A combined Barrett House Christmas party will be held on Sat Dec 13 2-4pm. It will include three co-ops and be a farewell for Rebecca and Malcolm.

## **13. Next meeting**

*Date and time:* Thursday 11 Dec, 7-9pm

*Location:* Barrett House