

Rhubarb Food Cooperative monthly meeting Thursday September 30 2016

Natacha Bernstein, Sandra Clarke, Helene Zampetakis, Pierre Daudibon,
Jepke Goudsmit, Graham Jones, Eva, Lily Murcutt, Andrew Sedlak.

Agenda

1. Approve minutes of last meeting
2. Reports from Chairperson, Treasurer and Secretary
3. Date for next meeting - AGM October 15, 2016
4. Natacha's role
5. Incentive for directors
6. Job descriptions
7. Do we need a second source of technological help
8. Add signatories to accounts
9. Do we need to close Bank Australia.
10. Feedback on EcoLiving Fair
11. Working bee to sort out the Rhubarb papers.

Meeting

1. Jepke approved minutes of last meeting. Sandra seconded.
2. Chairperson's report: Last month was very busy with the EcoFair. Natacha trying to involve more people. Encourage people not to stress during divvy and for coordinators to make sure volunteers manage rather than do the divvy.
3. Treasurers report: 144 people paid the handling fee last year. Made \$316 revenue from the Evolving Fair which delivered three new orders.
Bendigo Bank: \$463.38
Paypal: \$122.20
Bank Australia: \$4,4249
Petty cash: \$559.40
4. AGM on Saturday October 15, at 4pm - 6pm.
5. Natacha sent out 200 emails calling for more volunteers for various roles and received about six replies. Anne-Marie will be the Treasurer with Sandra as back-up. Reconciliation

will be Claire and Jacqueline and seeking a third person for this role. Anne Marie suggested we allocate each person a job.

Action: open this up for consideration once the job list has been written up. Need to organise roles before next year, when Natacha will take a back seat. Need a General Co-ordinator to receive queries and delegate.

Action: Pierre is offering to do General Coordinator, with Eva as back-up. Also need a Dry Goods Coordinator to look after ordering every approximately three weeks and do stocktake. Also to update every week on online shop. Communications role to answer queries and communicate important information. Also need a back-up for meeting the delivery.

Action: Delivery - supplier will use token to access entry to deliver produce. Have been talking about creating an incentive for directors by raising the price and offering a tiered pricing: half hour rate, directors' rate, handling fee + percentage of order. Sandra described models used by other co-ops, including discounts and paid wages. Also could consider points allocated per job.

6. Job description: need a workshop to outline procedural manual.
Action: Natacha and Helene etc to workshop to be held on October 6 at 9am.
7. Secondary IT expert: Paul is looking after the migration to the new software.
Action: Pierre to set up meeting with Paul.
8. Add secondary signatories: Give full online banking access to Anne Marie Giordano to Bank Australia and Bendigo Bank.
Action: Sandra will go to bank.
9. Getting rid of BankAustralia: Natacha perviously found ex directors as signatories on Bendigo Bank online.
Action: Natacha will check online and if still there, Sandra will follow up with Bendigo Bank.
10. Feedback on EcoLiving Fair: Stall looked fantastic. Most items sold apart from trail mix, some of the remaining popcorn and a honey. Only one person has asked for the free eggs for ordering.
Action: reconsider what to sell next year. Need to hire iPad for email lists.
11. Rhubarb office box: need to sort out the papers and get rid of unnecessary papers.
Action: Workshop will be held in November. Sandra can store the box in her garage.
12. Extra item: need to make progress on discussions with Peter from Randwick Council to secure our position at Barrett House.
Action: Sandra took notes so will draft an email, Natacha to overview.

Meeting closed at 8.30