

## **Annual General Meeting (DRAFT – to be approved at 2017 AGM)**

29 October 2016

Open at 16:15

### **Present**

Natacha Bernstein  
Sandra Clark  
Helene Zampetakis  
Lily Murcutt  
Claire Teschendorf  
Anne-Marie Giordano  
Annie de Merinol  
Paul Ceccato  
Sophia Parish  
Pierre-Jean Daudibon

### **Apologies**

Eva Cermak  
Nehama Werner

### **1. Confirmation of minutes of the previous AGM**

Helene read the 2015 AGM meeting minutes out loud to all present members. They were approved by Natacha and seconded by Helene. The only change was a correction to the spelling of Mathew Daly's name.

### **2. Chairpersons Report**

Natacha provided a review of the past financial year. She noted that the year began with a difficult start following issues with Rhubarb's fresh food supplier in combination with a price increase which resulted in a large loss of members. Membership numbers have only recently returned to 'normal/sustainable' levels in the past few months. To provide a comparison of active members, there were only four present at the AGM last year compared to ten this year. Other changes that took place in the past twelve months include changing the main supplier, improving the online system, maintaining and strengthening the lunchtime divvy team and also adding an evening co-ordinator.

With regards to the financials, sales have decreased and costs have increased for the financial year resulting in an overall loss. The decrease in sales were due to a loss in membership, whilst the increase in costs were impacted by the introduction of Paypal and associated fees, increased insurance costs, and the offering of free mixed boxes for co-ordinators. Despite the increase in cost from the use of Paypal, it has been beneficial overall as it has helped keep a track of money. Previous to this, Rhubarb would lose \$4-5k from people not paying.

There were no workshops during the year, whilst Rhubarb's presence as the Ecofair was deemed a success.

The outlook for 2016-2017 has a number of initiatives which include:

- Working with local and organic suppliers
- Increase community presence through workshops, sharing recipes

- With respect to the use of Barrett House, Council wants Rhubarb to maintain gardens, look after house, run workshops and present Barrett House as a showroom
- Review jobs at Rhubarb and draw up clear job descriptions
- Strengthen the management team
- Working with local businesses (to help increase membership)
- Work with other established co-ops (in longer term have enough members to have paid staff)
- Improve financial margin
  - Review pricing structure
  - Small and Large boxes – this was discussed amongst members at the AGM however it was deemed to be too difficult for the divvy

### **3. Secretary's Report**

Helene provided a Secretary's report which focused on outlining the main activities that took place during the year. These included:

- bedding down the pre-payment system using Paypal
- changing our supplier to the organic wholesaler, Back to Eden
- adding a second financial institution, cooperative Bank Australia, and
- starting to provide a free box for co-ordinators
- introducing a lunch time divvy

*Growth was one of the goals for this year. We achieved an average order of around 15 to 16 boxes a week for most of the year, marginally higher than last year when the average was 14. Over the past couple of weeks prior to the AGM, orders have been higher at about 20 boxes. Membership engagement has grown incrementally over the past year and we also now have two sustainable teams each divvy.*

*Other smaller changes have included fitting a key lock to Barrett House so that those authorised to access the premises don't need to chase up the key.*

*These changes have brought some benefits to the cooperative including streamlining our procedures, ensuring that the finances are more efficient and improving the quality of the produce.*

*However some of the changes need adjustment. The fees we incur from PayPal are higher than expected. As a result we are now considering an alternative.*

*As well as our own initiatives, the council has implemented some changes to Barrett House that have affected us. These include barring Rhubarb from the use of the shed and introducing a smart token system instead of a key to access the premises.*

*In the 12 months ahead we have plans to make further operational improvements for Rhubarb including devolving responsibility for the running of the coop and providing incentives for more active engagement in the coop.*

*All in all, it has been a good year for Rhubarb.*

#### **4. GENERAL BUSINESS**

**Natacha asked the members if anyone had any questions:**

**Who are Randwick Organic Buyers Group (ROBG) and how do they affect us?**

They use the house on Mondays. Uses our baskets, their own scales/knife.

Rhubarb shares the cost of the delivery of the eggs [Note - delivery man is now delivering eggs into foyer area, should leave the recycling there as well]

Rhubarb (Natacha and Sandra) had meeting with them in May.

Rhubarb also sells dry goods.

ROBG unwilling to join Co-op as personal interests at stake, would then be absorbed into Rhubarb (more rules etc with Co-op)

ROBG Monday vs Rhubarb Thursday

Helene has noticed baskets getting quickly damaged after two groups being used.

**Please expand on what workshops Rhubarb will be holding**

Rhubarb is supporting the Council and its sustainable initiatives. Council will provide a grant for any workshops Rhubarb holds (Bread workshop coming up soon). It was suggested that tickets to be sold via Rhubarb online shop

Other workshop ideas include:

- Beeswax wraps
- Fermenting
- Kombucha
- Cheese making
- Christmas themed workshops?
- Easter Eggs workshops

#### **5. POSITIONS DECLARED VACANT**

Rhubarb needs a minimum of 3 directors

Current Directors - Annie, Sandra, Helene, Eva (resigned from directorship on date of this AGM)

Chairperson - Natacha

For the position of Director, Anne-Marie was nominated by Natacha and seconded by Helene. Anne-Marie accepted

For the position of Secretary, Lily was nominated by Helene and seconded by Claire. Lily accepted

#### **6. Next meeting**

Next meeting needs to be before the end of November 2017. Can only be confirmed once the accounts are finalised.

#### **7. Close of meeting**

Meeting closed at 17:30