

RHUBARB CO-OP MONTHLY MEETING
18 May 2017
At Barrett House, 6 Barrett Place, Randwick
Meeting start time: 19:00
Meeting end time: 21:30

Agenda

1. Welcome and Apologies
2. Chairperson/Treasurer/Secretary Report
3. Review of meeting procedure and timing
4. Review of Financial Model that includes YTD figures
5. Review of Dry Goods Purchasing and Sales
6. Discussion of possible price changes for 2017-2018 year
7. Update on Workshops
8. Schedule bulk payment
9. How to handle payments by e-cheque

1. Opening of Meeting

Present

Natacha Bernstein(NB), Helene Zamp (HZ), Lily Murcutt (LM), Marie Picq (MP), Liza Williams (LZ)
Sandra Clark (SC), Anne-Marie Giordano (AMG)

Apologies

None

Conflicts of Interest

None

NB read through last month's minutes and HZ approved.

It was agreed that the date for the next meeting would be Thursday 22th June.

2. Chairperson/Treasurer/Secretary Report

Chairperson's Report

NB provided her report. Noted that it was a busy time of year for Rhubarb. Too many emails were being sent and reminded that phone use should be used for anything urgent. LM asked who was on the info@rhubarb.org.au email. This is being forwarded to directors@rhubarb.org.au (i.e. SC, NB, HZ, LM and AMG). Likewise with orders@rhubarb.org.au.

NB planning to take holidays in three weeks (mid June). LM asked if there was going to be a handover. NB will continue to be in contact with Paul Ceccato (PC) regarding the website as she is the only one that knows how the old system (Filemaker) worked and that her and PC continue with the migration and any issues that might still continue to appear. NB will also continue to remain the contact point with Randwick Council.

One job that would require a handover was updating the online shop for the extras and reconciliations. NB currently doing this on Saturdays. NB suggested that this role could be passed to

SC. SC when through her own role (ordering) which required her to be present working with Rhubarb a few times a week at different times of the week and that including Saturday would make it hard to take any time off. It was agreed that SC would trial taking on the extras and reconciliations role, and possibly updating at another time during the week.

Treasurer Report

AMG provided an update on the accounts and they are as follows

	May	April	March
Petty Cash	\$114.85	\$114.85	\$114.85
Bank of Australia	\$5,746.98	\$3,967.13	\$1,043.57
Paypal	\$44.81	\$1,145.42	\$1,509.16
Bendigo Bank	\$0.01	\$285.88	\$2,454.98
Total	\$5,906.64	\$5,513.28	\$5,122.56

AMG raised an Invoice relating to 2014 AGM catering. Advised that Rhubarb has not mentioned anything regarding this in the financial accounts and therefore there is a likelihood that this was not yet paid. It was agreed by all that this account should be paid and to be paid in cash/transfer rather than boxes. In future, any invoices of this nature would be recorded as "catering in the accounts".

AMG had also completed the YTD figures for the first three quarters to March 31st, which produced a loss of \$1,583.14.

With regards to workshops, there are two spreadsheets to be filled out for each workshop based on Attendees and Financial statistics. HZ will take on the responsibility for these spreadsheets from Clotilde.

Secretary Report

Hooray! We are now at 400 Facebook likes

3. Review of meeting procedure and timing

Following an email from AMG, we reviewed the meeting procedures. NB to find the notes from the last meeting. It was agreed that every now and then, the notes would be read out as little reminders before meetings. A review of email procedures was also done. Paypal will only be directed to NB's email address.

4. Review of Financial Model that includes YTD figures – Recommendations for FY18

AMG had completed the YTD figures for Rhubarb. For the first three quarters to 31 March, Rhubarb is currently sitting on a loss of \$1,583.14. LM created a financial model to look at the impact for 2018 and to propose changes to avoid a loss for the next financial year. Different scenarios were discussed and it was agreed that the following price changes would be implemented.

- Eggs to be increased to \$7 (from \$6.50). These had been previously sold at a loss or close to cost price due to the fixed delivery price
- Dry goods margin to be increased from 10% to 17% (5% increase with 2% mark-up to allow for wastage)

- Liquid goods margin to be increased from 10% to 20%
- Handling Fee to start at \$12 or 20% of the total order amount, whichever is the greater.
- Membership Fee increasing from \$30 to \$35

Prices that would remain the same are as follows:

- Mixed box
- Membership Fee
- Fresh products (currently a 10% mark-up)

5. Review of Dry Goods Purchasing and Sales

MP did a comparison with OoooBY and noticed that for many of our products, we were significantly cheaper, and at sometimes 50% less than OoooBY.

LM also did a review of Rhubarb's purchasing versus sales prices and noticed that some products were being sold at cost, or slightly below. This might have been due to originally buying in a large quantity, then changing to a smaller quantity and not adjusting the initial sale price. MP to review all dry goods prices. LM to send MP url link to access this data from the Rhubarb shop website.

It was also noted that a minimum order from Honest to Goodness of \$500 was required to avoid paying freight.

Finally, it was reiterated that no prices should be going down without director's approval.

6. Update on Jobs workshop

NB, HZ and MP had a Jobs workshop during the past week. From the workshop, the following recommendation was made:

That a new transparent incentive structure be developed which is to consist of three levels.

- a. Basic Volunteer
 - Jobs might include helping with lunch or evening divvy
 - No handling Fee
- b. Directors / Evening Co-ordinator
 - Free membership
 - Free entry to two workshops per year
 - [TBD]% off
- c. Management, IT
 - Free membership
 - Free entry to two workshops per year
 - [TBD]% off

Note – for each workshop, there would only be a maximum of two free spots given away.

LM to review orders to work out a scenario for what the % discount should be for each tier.

7. Update on Workshops

Feedback from the Fermentation workshop was positive overall. There was a lot of interest in Kombucha and a request was made that Kombucha be covered in a future Fermentation workshop. For the next Fermentation workshop, the prices would be reviewed as demand was quite strong.

SC mentioned that she would be happy to host a knife skills workshop with the end goal to make a minestrone soup and that this workshop could be used as a back-up workshop.

SC will create a check-list for a workshop co-ordinator

The speaker for the Essential Oils has not asked for any remuneration for services but then will sell the oils afterwards.

With regards to the use of Barrett House, the best use of space was for a presentation to be made in the smaller room.

PC will be redoing the website to include buying workshop tickets at any time (i.e. not restricted to the current Rhubarb online shop opening ours). It would be preferable to be able to pre-release spots to members first.

HZ suggested that there is a poster with the times of the workshops inside Barrett House.

8. Schedule bulk payment

This operational matter was discussed prior to the meeting.

9. How to handle payments by e-cheque

It was decided that Rhubarb will no longer be accepting payments by e-cheque and the paypal system has been updated accordingly.

Other: Trolley – approved to purchase

SC showed a photo of the trolley that she was interested in buying for Rhubarb. LM and AM seconded its purchase. Cost of trolley was \$160-190.

ACTIONS

Action item	Responsibility	Due by
Find meeting procedure notes from last meeting	NB	Next Meeting
Paypal emails to be redirected to NB's address only	NB/PC	Next Meeting
Send sales URL to MP	LM	As soon as possible
Review past two weeks of orders to work out what discount should be for each tier	LM	Next Meeting
Create check-list for workshop co-ordinator	SC	By next workshop
Create a sign for the Flyers	LM	Next Meeting
Google Reviews	LM	Ongoing

Facebook Reviews	LM	Ongoing
Contact with Beast for advertisement	HZ	Next Meeting