

<b>RHUBARB CO-OP MONTHLY MEETING</b>
<b>22 June 2017</b>
At Barrett House, 6 Barrett Place, Randwick
Meeting start time: 19:30
Meeting end time: 21:30

### **Agenda**

1. Welcome
2. Chairperson / Treasurer / Secretary Report
3. Incentive Structure for Volunteers
4. Dry Goods Ordering Process
5. Use of space at Rhubarb House
6. Workshop replacement
7. Other Matters

### **Minutes**

#### **1. Opening of Meeting**

##### Present

Natacha Bernstein(NB), Helene Zampetakis (HZ), Lily Murcutt (LM), Anne-Marie Giordano (AMG)

##### Apologies

Marie Picq (MP), Sandra Clark (SC),

##### Conflicts of Interest

None

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

It was agreed that the date for the next meeting would be Thursday 20<sup>th</sup> July.

NB reminded it was almost time to start planning for the Eco Fair. LM to dig up old minutes to review for the next meeting

#### **2. Chairperson / Treasurer / Secretary Report**

##### Chairperson's Report

NB attended the Naturally Good Expo earlier this month. The Naturally Good Expo is Australia's biggest trade event for natural, organic and healthy products. It would be worthwhile for more Rhubarb members to attend the following year as it gave good ideas on what Rhubarb could branch into going forwards (e.g stocking non-perishable/non-food items that met the Rhubarb ethos).

NB also acknowledged that as a group, trust was important and also recognising each others contribution. Every member had an equal say and equal contribution and that there was no one leader.

NB also had recent contact with Randwick and Waverley council members and would like to meet with them again in person. NB suggested that a Rhubarb planning paper be prepared beforehand.

#### Treasurer's Report

	<b>June</b>	<b>May</b>	<b>April</b>
Petty Cash	\$162.15	\$114.85	\$114.85
Bank of Australia	\$5,277.92	\$5,746.98	\$3,967.13
Paypal	\$1,418.58*	\$44.81	\$1,145.42
Bendigo Bank	\$285.88	\$0.01	\$285.88
Total	\$7,144.53	\$5,906.64	\$5,513.28

\* The increase in June is due to timing differences relating to orders being received by members but supplier not yet paid

#### Secretary's Report

LM advised that the Facebook public group was now at 413 likes (Up 3%). The private Active Members group has 20 members.

As a project for the next year, LM would like to create a little profile for all each member of Rhubarb's co-op. It would hopefully be a way for people to get to know each other, particularly as there are regulars at the lunch and evening divvy's that might never cross paths. It would also, hopefully create a more community vibe. It is envisioned that each member would fill out a questionnaire. LM to create a template

### **3. Dry Goods Ordering Process**

Following recent communications from Council, Rhubarb has been requested to ensure that all Rhubarb related material be contained in the cupboard within Barrett House. In order for the laundry baskets to fit, it was estimated that there can be 28 buckets (15 large, 13 small) that would fit and is to include olive oil, honey and coconut oil. LM will undertake a first cut of the dry goods review and will circulate for feedback.

HZ also suggested that the laundry baskets could be substituted with something a little more streamlined. HZ to look into this further.

It was also discussed that the "Dry good inventory + ordering" role be expanded to "Dry Good Co-ordinator". Responsibilities to include updating prices on the website, ensuring that correct margin applied, review of member's purchasing trends to ensure product doesn't go out of stock too often, manage new product order requests, stocktake, determining slow moving products to shift, creating specials for certain products, ensuring the dry goods cupboard is kept clean, etc

#### 4. Incentive Structure for Volunteers

A discussion of the proposed incentive structure was continued from the previous meeting. The new incentive structure has been designed to replace the current free mixed boxes that the General Co-ordinator and Evening Co-ordinator receive. The objective for a new incentive structure is to encourage more Rhubarb members to take on additional responsibilities so that there is a healthy rotation of ideas and energy. It would be implemented on 1 July 2017.

A motion by LM was held to approve the incentive structure as follows:

- a. Basic Volunteer
  - Jobs might include helping with lunch or evening divvy
  - No handling Fee
  
- b. Directors / Evening Co-ordinator / Dry Goods Co-ordinator
  - Free membership
  - Free entry to two workshops per year
  - 10% off orders
  
- c. General Co-ordinator, IT
  - Free membership
  - Free entry to two workshops per year
  - 15% off orders

This was approved by HZ and NB.

HZ to draft communications to notify all members of the changes

#### 8. Workshop replacement

HZ advised that the furniture workshop was looking unlikely as presenter no longer available due to personal reasons. We all agreed that the Rhubarb Workshop Co-ordinator would be responsible for deciding who the new replacement was. Alternatives suggested included a workshop on how to fix electrical items.

#### ACTIONS

Action item	Responsibility	Due by
Review minutes from last year for ecofair	LM	Next meeting
Create a template to profile individuals at Rhubarb	LM	Ongoing
Look at first cut of dry goods review and circulate	LM/HZ	Ongoing
Look into substitutes for laundry baskets	HZ	Next meeting
Draft communications for	HZ	By end of June

incentive scheme		
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	September