

Minutes of Rhubarb Co-op meeting at Barrett House, Randwick, on Thursday 21 September

Meeting began at 6.15pm and ended at 9.15pm.

In attendance Lily Murcutt (LM), Sandra Clark (SC), Natacha Bernstein (NB), Rachel Power (RP), Annie De Merindol (ADM), Ann-Marie Giordano (AG), Lo Lau (LL).

1 Welcome/ apologies/ conflicts of interest

Apologies from Helene Zampetakis.

2.1 Chairperson's report

NB tabled the social design/conscious communication document, which was drafted a couple of years ago. Her intention was to remind everyone:

- that we need to trust that all members are doing the best they can for the co-op;
- not to allow Rhubarb to cause stress for ourselves or each other;
- to be considerate in our communications with each other, and constructive when working together;
- to be inclusive.

2.2 Treasurer's report

Financial position is much better than it has been for a long time, and it will be no problem to pay the annual insurance premium.

AG has invoiced the council \$400 for the latest workshop.

	September	August	July
Petty Cash	\$580.90	\$162.25	\$162.15
Bank of Australia	\$9,498.97	\$6,341.80	\$5,721.81
Paypal	\$591.56	\$527.96	\$887.61
Bendigo Bank	\$1935.88	\$285.88	\$285.88
Total	\$12,607.31	\$7155.64	\$7,057.45

AG will be closing the 2017 accounts in early October. Once she has done this, she'll produce a draft of a budget for the next year, so that decisions can be made about spending. Both will be tabled at the upcoming AGM.

Members will send their equipment/spending wishlists to AG for consideration within the budget discussion.

Resolved to revisit the Rhubarb mission statement ahead of the AGM, and work out priorities, because this comes into plans re spending. The old focus was on the supply of organic food. The new mission should include community outreach, now that the co-op has started facilitating workshops.

NB to circulate the old mission statement, all to comment.

2.3 Secretary's report

LM hasn't yet sent out an email re latecomers, will add to news. LM will draft and send to RP to proofread.

LM has Fair Trading forms ready for AGM and will bring multiple copies.

3 Review of divvy/ stock update/ equipment

Resolved that banner should be hung up outside at the lunch divvy.

SC noted that she receives the list of available products on Friday, and has got too tight a window to update & open the shop.

Resolved to change the shop opening time to 12pm Sunday. SC will keep updating the fresh products in the shop, and will ask Marie Picq to formally take over the divvy reconciliation (refunds).

Dry goods divvy needs a table & 2 digital scales in the Annex.

Resolved that LM will ask members if anyone has a spare trestle table. Resolved to buy 2 more new commercial digital scales. SC to source.

LM will ask Paul to limit dry goods helpers to 2, plus room co-ordinator. Also to see if it's possible to create an extra job, dry goods receiver, which can be unlocked just in the weeks when we are receiving an order.

Explanation of new dry goods system. RP will publish all dry goods systems to Google drive by start of November.

Noted that new dry goods system should have been formally discussed (and minuted) at the meeting before it was implemented, rather than discussed informally at the lunch divvy.

AG wants to record the market value of any loss. Only recent loss was perhaps 2kg of currants, lost to weevils several months ago, and a bag (approx 4.5kg) of sunflower seeds, which disappeared sometime ahead of the last divvy.

Resolved that RP will order from Honest to Goodness once a month, and will order very popular items in larger quantities to maintain stock levels.

Resolved to use RP's discretion to trial new products.

SC doesn't want to complicate the fresh F&V ordering from Back to Eden.

Resolved that Rhubarb won't buy coffee from Back to Eden and will look into viability of buying from Sacred Grounds and HTG.

4 Jobs review

LM & NB are working on a document which outlines changes in job distribution, to create teams rather than specific tasks. Eg marketing team, dry goods team, lunch divvy team, evening divvy team, workshops team, IT team.

Consider reintroducing job – receiving orders on morning of divvy.

Urgently need to make an IT team, so that Paul Ceccato has back up.

5 Workshop review

Randwick Council asked co-op to do four a year, but Rhubarb decided to do one every month. These have been poorly attended because Rhubarb is not yet good enough at marketing. They are also time-consuming to organise.

Resolved to reduce to 4-6 in 2018.

NB will look into the idea of having the Repair Café guys come to Rhubarb.

Dry goods co-ordinator (RP) will set aside dry goods to be eaten at workshops, cost the produce, and will send the total to AG to be deducted.

Resolved that directors review workshop coordinator job description sent by Clotilde, and will discuss at next meeting.

6 Marketing strategy

ADM will create a marketing plan. She noted that we should be targeting local mums.

Ideas discussed:

- Social networks – Nabo, mum's the word, Bondi babies;
- Advertise in school newsletters in surrounding area;
- Flyers at natural practitioners nearby
- posters on Annex window
- opening Annex door during divvy and using it to attract interest

NB has started a marketing brainstorm document on the Google drive, all will contribute ideas to this.

LM and ADM will form a marketing subcommittee.

ADM noted that we need to perfect the internal marketing before we focus on growth & external marketing.

Growth goal probably would be consistent 40-48 mixed boxes.

Initial marketing goal is to create a weekly e-news with an appealing formatting, offering specials, etc.

7 Bread discussion

Resolved to trial Ancient Grains breads for 2 orders, ordered first Thursday of the month, starting November, 2nd order first Thursday in December. LL will co-ordinate.

The last week in October, LL will buy (using petty cash) two more sample loaves and will distribute samples & info into each mixed box.

LL will liaise with the supplier and set up the ordering system. She will also check quantities for shipping costs/ free delivery. RP will add bread to dry goods order list.

Marketing team will advertise in the meantime. If bread sells well, we will continue. Noted that this experiment could provide a template for the occasional addition of other short shelf-life products to Rhubarb in the future.

8 Eco-fair review

Resolved to have main discussion next week, because of time constraints. The discussion will include whether we want to participate in events other than the Eco fair.

Collected \$418.75 at the Eco fair, out of that \$160 were rhubarb vouchers. Remaining \$258.75 raised by selling fruit. Cost of fruit was <\$100. SC noted that the goal isn't to sell fruit, but to raise awareness and attract new members.

Resolved to do another print run of flyers. NB to liaise with James Hancock.

9 AGM

AGM date set for 11 November 2017. LM will send notification of upcoming AGM on 15/10/17. LM noted that she will continue to be a very active member of the co-op, but likely will not run again for the position of secretary.

ACTIONS

Action item	Responsibility	Due by
Send equipment wishlist for AG to consider for budget discussion	All	Next meeting
Circulate old mission statement for review	NB	Next meeting
Send out email regarding latecomers	LM	Next Meeting
Create a template to profile individuals at Rhubarb	Marketing Team	Ongoing
Send email to see if there is a spare trestle table	LM	Next meeting
Buy two new commercial digital scales	SC	Next meeting
Jobs planning document	LM / NB	Next meeting
Organise for Repair Cafe for next workshop	NB	Ongoing
Marketing Plan	ADM / LM / NB	Update next meeting
Purchase sample Ancient Grains loaves during last week of October	LL	Last week October
Liase with JH regarding print out of flyers	NB	Next meeting