

RHUBARB FOOD CO-OP

MONTHLY MEETING MINUTES

Thursday 15 February 2018

Meeting Open: 6:50pm at Barrett House

Present: Shalani McCray, Karen Judd, Marie Babar, Anne-Marie Giordano, Helene Zampetakis, Nehama Werner

Agenda

1. Welcome / Apologies / Conflicts of Interest

Apologies: Lily Murcutt, Sita Simons, Sandra Clark

2. Chairperson / Treasurer / Secretary Report

Chairperson's Report

- i. Paypal – requested authorisation just before Christmas and it took 3-4 weeks to happen
- ii. Big increase in the number of boxes to 29-33 per week
- iii. Peter Maganov able to come to meeting on 22 March so next meeting scheduled for then
- iv. Eggs – our supplier sources eggs from numerous neighbours so not able to view; in any case Bondi Junction Markets to close; **Rachel to speak to QE Supermarket to see from where they obtain their eggs;** B2E also supplies eggs but only in boxes of 15 dozen which may be an option

Treasurer's Report

Current Finances

Bank Australia	\$7,878.84
Pay Pal	\$1,235.67
Bendigo Bank	\$2,635.88
Cash	\$ 280.90

Treasurer reports that we're behind in invoicing Council **Anne-Marie to follow up**

Secretary's Report

Passing of previous minutes – proposed by Helene, seconded by Marie

3. Placement of Baskets

Volunteers now placing the baskets at lower levels to make it easier and to avoid injuries; heavy items such as oil and hone need to go on lower level also; **Rachel to place sign for the inside of the door**

4. Replacement of Baskets

Because they are difficult to store will have a trial of Ikea bags which are cheap and can be easily stored; **Rachel to purchase 40 bags**

5. Communication

To facilitate communication for members who need to speak with Evening Co-ordinator, phone numbers of Co-ordinators to be written up in email with order information; Marie agreeable; **Helene to check with Sita**

Anne-Marie isn't receiving directors' emails; **Anne-Marie to follow up with Paul**

6. Volunteering Policy including Cleaning Schedule

In order to ensure smooth running of divvy and evening distribution, need to limit number of volunteers per job when assigning tasks; jobs list should include watering the garden, baby sitting, cleaning (weekly and monthly tasks eg fridge, boxes with equipment); cleaning volunteers should start at 5; **Rachel to send Helene a template; Helene to source 3 sets of 5-6 tea towels from Fair Trade options**; Evening Co-ordinator to take dirty tea towels to wash and return clean ones next time in role

Having a Concierge will help monitor volunteers and the jobs they are assigned to do; need to discuss further what happens if volunteers repeatedly don't do their jobs

7. Job Descriptions

Need to update job descriptions; Dry Goods Co-ordinator (**Rachel**) Cleaning (**Helene**) Evening Co-ordinator and Concierge (**Nehama**)

8. Discounts

Some volunteer jobs are more involved and time consuming and it's hard to attract volunteers for some jobs; general principle: 5% discount for jobs which require 30 minutes to 1 hour and 10% for 1 to 2 hours

Dry Goods Co-ordinator to receive 10% discount

Concierge to receive 5%

9. Forgotten Items

Dry goods items to be placed in dry goods plastic box (which divvy volunteers need to check before weighing and distributing ordered items each week); ensure that the box is properly sealed; eggs which are left behind are to be shared at the end of the evening

10. Sustainability Policy Survey

Need to survey members; until this is done, try to be as environmentally sustainable as possible

11. Promoting the Co-op

Anne-Marie to follow up with Annie

12. Distribution of Old Milk Bottles to Members

It was decided to keep the bottles for the moment

13. Eco Downunder Discounts

Anne-Marie to follow up to see if we can receive a discount for a periodic group order

14. Pest Control

Helene to follow up with Council to see whose responsibility it is

Next meeting: 6:30pm Thursday 22 March 2018 at Barrett House