

Alfalfa House Members Council Meeting - Minutes of Meeting

Date: Tuesday 23 August 2016

Time: 7pm

Location: Meeting Space, 8-10 Brown Street, Newtown

Facilitator: Katherine

Minutes: Andrew

Timekeeper: Jonny

**Meeting opened at: 7.02pm**

**Acknowledgement of Country:** Before we begin the meeting, I would like to acknowledge and pay respect to the traditional owners, both past and present, of the land we occupy and upon which we meet — the Gadigal people of the Eora Nation. It is also upon their ancestral lands that Alfalfa House is built.

**1. Attendance and Apologies**

Attendance: Andrew McNicol (MC), Jonathan Green (MC), Katherine Lustig (MC), Maurice Cabrera (MC), Simon Holmes (Manager), Monika Baumann (member), Stevie Bee (member), Lindsay Schiffhauer (staff), Celine Massa (staff), Cath O (member), Cath Renwick (member), Suzie Hollott (MWG), Sophia (designer working with MWG).

Apologies: David Begg (MC), Renata (MC).

**2. Approval of Agenda**

That the agenda be approved.

Moved: Jonny. Seconded: Katherine. CARRIED by consensus.

**3. Consent Agenda**

**3.1. Adoption of Previous Minutes**

That the minutes of the 26 July 2016 meeting be adopted.

**3.2. New members and cancellations**

That members with the following membership numbers: 11608 – 116665, with 9 skipped records (11609, 11611, 11618, 11629, 11641, 11644, 1655, 11656, 11660) and 0 blank records be accepted as new members.

That members with the following membership numbers be cancelled: 2437, 2792, 4445, 4995, 5242, 5397, 5458, 5593, 6095, 6147, 6239, 6322, 6942, 7423, 7468, 7669, 7743, 7944, 8353, 8394, 8400, 8573, 8585, 8687, 8880, 9035, 9106, 9126, 9207, 9227, 9233, 9286, 9372, 9386, 9397, 9552, 9660, 9661, 9706, 9763, 9772, 9778, 9790, 9792, 9803, 9807, 9817, 9819, 9821, 9823, 9834, 9836, 9837, 9838, 9849, 9851, 9853, 9864.

**3.3. Out-of-Session Decisions / Proposals**

Food grant awarded to Australia Street Infants School for \$100. Carried by consensus on 6th August 2016.

Simon requested we remove Dilay Tez (Keeping Company) as a signatory on our bank accounts and add Anthony Zahra (Sustainable Numbers). Carried by consensus on 17 August 2016.

### 3.4. Reports from Working Groups

#### 3.4.1. Governance (Andrew, Katherine, Renata)

##### Carried over actions

- Draft a policy on developing policies.
- Draft a new Code of Conduct Policy and Procedures.
- Create hard and electronic folders with index for all policies.
- Conduct and document a quarterly site audit based on the WH&S report. Bring in additional group members to help.
- That a WHS safety and risk management system be prepared in line with the recommendations of the report not later than August 2016, including a documented WHS induction program, updated incident reporting and emergency procedures.
- Katherine - need to look through and work out which jobs need volunteers - **DONE: list drafted for distribution to members**
- Katherine to contact Emily from volunteer engagement working group and Maurice. - **DONE**

#### 3.4.2. Premises Solutions (David) - NIL

#### 3.4.3. Building Website and Other IT (Stevie) - NIL

#### 3.4.4. Marketing (Cath, Celine, Suzie)

- Come up with an annual fee proposal to put to MC - **DONE**
- Look into proposing a story to 2SER.
- Carried over action item: Consider optimal time for sending newsletters. Liaise with Simon.

#### 3.4.5. Affordability (Maurice) - NIL

#### 3.4.6. Sustainability (Celine, Katherine) - NIL

#### 3.4.7. Volunteer Engagement (Adam, Emily) - NIL

**3.4.8. Community outreach (Adam) - NIL**

**3.4.9. Staff Liaison (Jonny, Renata) - We conducted an exit interview with Anthea in April. The notes have just been made available for review.**

**3.5. Manager's Report - [HERE](#)**

- Simon to address staffing issues related to Thursday. - **DONE**
- Organise and track the effects of the 2SER food grant. - **organised, tracking from October**
- Carried over action: Advertise the volunteer coordinator position as per policy, pending changes made by SLWG to ensure it is in line with other AH JDs, at the shop co-ordinator rate following consultation with staff.
- Carried over action: Ask insurance company about under-18 people volunteering, particularly from the legal age of working and the cost of any change to our premium. - **request made, awaiting response**

**3.6. Staffing (appointments and resignations) - NIL**

**3.7. Deferred Matters / Business Arising**

**3.7.1. AGM**

Renata to coordinate and request for volunteers to help plan the social AGM event.

**3.7.2. Vision and Mission Statements**

Andrew to set up a Doodle poll for options. - **DONE!**

MC to Send a response to Celine, Cath and Suzie by August 8. - **not achieved**

**3.7.3. New Lease**

Jonny and Katherine to sign the new lease. - **DONE**

**3.7.4. New MC member(s)**

Jonny (and Katherine?) to contact the two members tentatively interested in being on MC - Catherine and Suzie - to 1) invite them to attend the next MC meeting and 2) ask them to provide MC with some of their experience and interest and 3) provide them with the introductory documentation for MC members. - **DONE**

**3.7.5. Thursday opening hours**

Stevie and Renata to sort out the opening hours survey. - **DONE**

**3.7.6. October fundraising report**

Adam to produce and distribute an October 2015 fundraiser report to MC. - Not achieved, removing from actions list.

**3.8. Food Grants**

One food grant approved by circular motion prior to meeting. See Out-Of-Session Decisions above.

**3.9. Workplace Health and Safety - NIL**

That the Consent Agenda Items be approved.

Moved: Katherine. Seconded: Jonny. CARRIED by consensus.

**4. Treasurer's Report (standing agenda item) Questions - 10 min**

July 2016 Treasurer's Report

<https://drive.google.com/open?id=1mwZ16g0oe3K10zUN4MVEGxBCXAp19BpzM80AuOQqT6o>

July 2016 Monthly Report

<https://drive.google.com/open?id=1PoCWZhJBRx--NCX3q2EOht37thOggOIOrTGAPybiig4>

July 2016 Dashboard Report

Jonny clarified where we will be looking to try and find the source of the problem so we can resolve it.

Auditors qualify our audits and the related problems have accumulated over at least three years.

Katherine: As a director we are financially liable if we go into liquidation. Are our auditors liable if they didn't communicate the problems to us?

Jonny: No, as long as we are not yet insolvent.

Maurice: Because we still don't know what the issue is, we are simply booking the loss, fixing

Jonny: FWG are going to go through June data week by week and work out where the variances are, then go from there.

**5. Annual Fee Proposal (Marketing Working Group) 20 mins**

See Report [HERE](#)

**Proposal:** That the proposal to introduce an annual fee be communicated to members and responses sought, with a view to adopting the change at the AGM.

We discussed various logistics concerns with the proposal. These will be thought through leading up to the AGM.

Stevie: In the past, fee was tied to a newsletter so members felt they got something for it. Might be ideal to market this as being tied to something.

Celine M: If we do that we also have to worry about paying for this extra thing while already having financial issues.

Monika: Should market it as being for the 'idea'.

Maurice: In principle happy to communicate to members, but not yet because we need information behind us. The timeline is ambitious.

Andrew: We don't have a lot of time before the AGM. Would be worried if we haven't communicated to members by early September.

Jonny: Generally speaking, not solved that it will solve our problem.

Katherine: Timeline is necessary.

Maurice: If it is shot down at the AGM, this may be our only shot for a while.

Clarification: Membership does not HAVE to approve this, but morally we do need the approval.

Maurice: Three months is 3 emails - not enough time to have a progressive proposal to discuss with members.

Katherine: Perhaps marketing working group could come up with a draft email to run by us.

Maurice: We need some breathing space so we are not feeling restricted by the AGM timing.

Stevie: Can ask members for a 'no case' to go along with the proposed 'yes case', and publishing both before the AGM.

Moved: Katherine. Seconded: Andrew. CARRIED by consensus with Maurice standing aside.

**6. Visual Style and Brand Guidelines (Marketing Working Group) 15 mins**  
Please see the Draft Brand Guidelines [HERE](#) and the Visual Exploration [HERE](#)

Jonny: Concern about difficulty for implementation, including among staff.

SurveyMonkey (newsletter) and website is easy, and staff should easily be able to update artwork when needed.

[Jonny: "We will be the best branded, out of business co-op in NSW!"]

Monika: Product labels will also be a major job. Concern about workload.

That could be part of a later phase.

Stevie: Concern about serif font, would recommend a different sans serif font.

**Proposal:** That the visual style and brand guidelines be approved.

Moved: Andrew. Seconded: Maurice. CARRIED by consensus.

#### **7. Vision and Mission (Marketing Working Group) 7 mins**

Drafts were put together last month and it was attempted to be discussed over email, but this wasn't successful.

It is useful for guidance, as well as displaying

Short discussion to determine how we will move forward on this matter.

MWG is happy to tweak it.

Idea is that MC approve it then it goes to membership for feedback. Can then tweak if needed.

Andrew proposed: MWG meets in person to discuss all comments from MC and comes back with a single proposal over email for us to approve.

This will happen. Doesn't need formal consent.

#### **8. AGM Planning (standing item) 5 mins**

Discussion to determine what progress is being made on preparations and if further assistance is required.

We have a possible venue: Camperdown Commons. We will need to pay for staff as they are not open on Tuesdays. Is being looked into.

Katherine: Need an official group of people to take this forward.

**ACTION:** Katherine to speak to Renata about interest in working on AGM. Will then call out for other volunteers

**Meeting closed at 20:40pm**

## **Post-Meeting Check-In**

### **Agenda items deferred this meeting**

#### Notes for future meetings:

- Keep Treasurer's report as a standing agenda item.
- Keep AGM planning as a standing agenda item.
- November MC meeting to be held Tuesday 15.



