

Alfalfa House Members Council Meeting - Minutes of Meeting

Date: Tuesday 15 November 2016

Time: 7pm

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

Facilitator: Katherine

Minutes: Andrew

Timekeeper: Andrew

**Meeting opened at: 7.04pm**

**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), Stevie Bee (Member), Paul (Member).

Apologies: Julia, Janne, Catherine.

Absent: David Begg (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 October 2016 meeting be adopted.

**3.2. New members and cancellations**

That members with the following membership numbers: 11854 to 11915 (with 14 skipped or blank records: 11859, 11866, 11872, 11874, 11876, 11889, 11890, 11893, 11896, 11897, 11899, 11907, 11908, 11914) be accepted as new members.

That members with the following membership numbers be cancelled: 2204, 2543, 3773, 3796, 3806, 5063, 5681, 6503, 6639, 7577, 7602, 7650, 7657, 8100, 8102, 8170, 8214, 8352, 8357, 8360, 8456, 8846, 9003, 9143, 9351, 9436, 9736, 9744, 9751, 9950, 9968, 9986, 9987, 10071, 10104, 10107, 10108, 10110, 10114, 10130, 10132, 10138, 10142, 10151

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

It appears we may need to close the shop at 7 p.m. on Thursday because staff cannot find a way to staff the shop during that time. On Friday November 4 Jonny proposed over email that MC temporarily change the Thursday hours, so that we

close at 7 p.m. until we find a better solution to this particular problem. This was agreed by consensus on Sunday November 6.

### **3.4. Reports from Working Groups**

#### **3.4.1. Governance (Andrew, Katherine, Renata) - NIL**

##### **Carried over actions**

- Draft a policy on developing policies. - outstanding
- Draft a new Code of Conduct Policy and Procedures. - outstanding
- Create hard and electronic folders with index for all policies. - outstanding
- Conduct and document a quarterly site audit based on the WH&S report. Bring in additional group members to help. - outstanding
- 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. - outstanding

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

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

#### **3.4.4. Marketing (Cath, Celine, Suzie) - NIL**

[Prepare a new proposal re Website hosting.]

#### **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) - NIL**

### **3.5. Manager's Report**

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Carried over action items

- Move on EFTPOS minimum proposal. (Proposal wording in September minutes.)
- Extend Chuffed campaign to the end of the AGM.

### **3.6. Staffing (appointments and resignations)**

NIL

### **3.7. Deferred Matters / Business Arising**

#### **3.7.1. Vision and Mission statement**

MC to prioritise Vision and Mission statements to have them ready for fundraising and membership campaigns. Send a response to Celine, Cath and Suzie ASAP.

#### **3.7.2. Job interview attendee policy**

How many MC and staff can attend job interviews? This has been an issue for quite a few years in relation to hiring 'manager' (or related), but has never been resolved. Catherine will take on rewriting the policy, in consultation with various, for discussion at a future meeting.

#### **3.7.3. Team Leader JD**

Advertise JD with changes approved last meeting.

#### **3.7.4. Crowdfunding campaign**

Maurice to get in touch with the 2SER marketing manager to advertise our crowdfunding campaign.

#### **3.7.5. OH&S concerns**

Shoulder issues occur far too frequently. Look into addressing this ASAP.

### **3.8. Food Grants - NIL until further notice**

### **3.9. Workplace Health and Safety**

Janne strained her back on a ladder reaching a high shelf. An incident report has been filled out.

That the Consent Agenda Items be approved.

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

## **4. Treasurer's Report (standing agenda item)**

October 2016 Treasurer's Report

<https://drive.google.com/open?id=19tQvGMZzYGiM4qOQ6GkP6p2mi5uO5jifHW6TS>

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October 2016 Dashboard

<https://drive.google.com/open?id=0B2CzrZkqx6HpNWNZMzlrNWt0OGs>

Numbers look good for this month, but that can easily change next month.

Maurice: we did expect good numbers because of the comms we did with members, and this does include one-off bonuses, but we need to keep up the momentum to keep our heads above water.

Annual report drafted for AGM. Will be printed for the AGM.

#### **4.1. AGM Planning (standing agenda item)**

Stevie (via email): I would suggest an e-mailout using the attached meeting item format to members to be sure and include the actual meeting time for the meeting — is it really a 4.30pm start? [...] I would also suggest if MC has the wording for the annual fee proposal, that should be included in the notice.

We don't have it in our rules that we need to advertise a specific way and list the agenda, just the following, which we have done:

"Notice shall be given to those persons who are, under these rules entitled to receive such notices from the co-operative, but the non-receipt of the notice by any member shall not invalidate the proceedings at such general meeting. The notice must specify the place, day and hour of the meeting and the general nature of any special business."

**ACTION:** Send out AGM reminder notice to members so they know what will be happening. Include:

- Agenda
- (Mention audit and ask if anyone requests one)
- Timing - 4.30 open, 6pm AGM start.
- (Details re:food etc.)
- Announcement on annual fee, with details
- Call for board nominations
- Treasurer's report
- Staff/Manager's report
- MC/Directors' report

**ACTION:** Maurice and Katherine to work on a draft of the directors' report for the AGM. Focus on problems, strategy, and achievements.

**ACTION:** Manager's report is common, Maurice will take lead on getting it done.

**ACTION:** ??? to print out copies of previous AGM minutes for viewing at the AGM.

Catherine offers to help with any report writing.

Include strategic and Annual Plans in printing so we have them with us.

**ACTION:** Second notice with details of the AGM will go out a week before, and the reports two days report.

We have entertainment, hall, food is pot luck, beer is provided. Need a person on the ground to make sure it works out.

Who is mystery volunteer?

**ACTION:** If we don't get a response from Jonny about who the volunteer is by tomorrow, Jonny will ask staff and get in contact just so we know who the contact is and we can check how everything is going.

#### **4.2. Funding**

**ACTION:** Maurice (and Katherine?) to meet with Jenny Leong to see how the greens can help us.

Some related problems

- Awning signage
- Integrating electronic scales into POS so we can upgrade our system software.

#### **4.3. Board member call out**

We have let people know they can nominate to be on the board at the AGM. We should consider what sort of skills may be desired currently. Some include:

- Legal (OH&S, HR)
- Accounting
- Tech
- Sales
- PR / social media
- Carpenter
- Electrician
- People who understand cooperatives etc.

Mention this during the AGM email notice

When nominating at the AGM, we can ask why people want to be on MC and what skills they can bring to the board.

**Meeting closed at 8:25pm**

Notes for future meetings:

- **Keep Treasurer's report as a standing agenda item.**



