

## **Alfalfa House Members Council Meeting - minutes**

Date: Tuesday 25 April 2017

Time: 7pm

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

Facilitator: Katherine

Minutes: Matt

Timekeeper: Jonny

### **Meeting opened at: 7:07pm**

**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: Catherine O'Keefe (MC), Jonathan Green (MC), Katherine Lustig (MC), Matt McMillan (MC), Maurice Cabrera (Manager), Renata Field (MC), Victoria Taylor (MC), Sarah McMillan (member).

Apologies: David Winterton (MC), Stevie Bee (member), Emma Lees (member)

Absent:

#### **2. Approval of Agenda**

That the agenda be approved.

Moved: Matt Seconded: Jonny. CARRIED by consensus

#### **3. Consent Agenda**

##### **3.1. Adoption of Previous Minutes**

That the minutes of the March 2017 meeting be adopted.

##### **3.2. New members and cancellations**

That members with the following membership numbers: 12134 to 12183 with 5 skipped/blank records (12152, 12153, 12163, 12180) be accepted as new members.

That members with the following membership numbers be cancelled: 2245, 2894, 3200, 3717, 3916, 4219, 4908, 4988, 5046, 5128, 5219, 5468, 5538, 5557, 5983, 6332, 6549, 6706, 7036, 7104, 7112, 7211, 7350, 7410, 7429, 7440, 7459, 7476, 7510, 7536, 7672, 7685, 7831, 7904, 8026, 8070, 8115, 8131, 8211, 8256, 8421, 8472, 8484, 8543, 8664, 8673, 8692, 8723, 8771, 8787, 8864, 8919, 8975, 9009, 9068, 9100, 9176, 9184, 9282, 9329, 9409, 9584, 9595, 9615, 9617, 9672, 9700, 9709, 9758, 9759, 9770, 9818, 9839, 9893, 10012, 10028, 10042, 10139, 10167, 10186, 10187, 10212, 10263, 10278, 10281, 10282, 10320, 10323, 10330, 10334,

10336, 10369, 10379, 10389, 10398, 10414, 10438, 10455, 10458, 10459, 10460, 10466, 10467, 10469, 10476, 10490, 10491, 10497, 10500, 10502, 10509, 10511, 10512, 10516, 10517, 10520, 10525, 10530, 10554, 10567.

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

NIL

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

#### **3.4.1. Governance**

The governance working group is open to members who are interested in contributing to governance, compliance and legal processes for Alfalfa House, and is now being convened by Victoria Taylor.

The governance working group for Alfalfa House will meet on **Monday 29 May 2017 3-4pm**, upstairs at Lentil as Anything, 391 King Street.

We will -

- monitor the implementation of the Annual Subscription Fee;
- review the policies; and
- prepare to update the Rules.

#### **3.4.2. Premises Solutions, Shop Development and Affordability (Maurice)**

The new Kombucha on Tap has been installed over the Easter long weekend, our promotion for this new product will commence 26 April. The change of the oil shelving has been delayed due to the complication of removing the existing 'very heavy' metal structure. I have identified a metal fabrication volunteer whom I will meet with next week to discuss plans to dismantle and replace the existing structure over the coming weeks.

I have received the draft shop redesign plans from Forward Thinking Design, I will be reviewing these with all the staff to obtain their feedback at the next staff meeting 3 May. Once we have reviewed and discussed, I will then cost the changes with Forward Thinking Design and present a proposal for the next MC.

#### **3.4.3. Sustainability**

NIL report

#### **3.4.4. Volunteer Engagement**

#### **3.4.5. Community Outreach (Maurice)**

I met with the Sponsorship and Marketing Manager from 2SER, Mark Ward. We currently have 24, 60sec commercials to use on their station as part of our package in support of their annual Supporter drive. In addition to this we have been discussing ways in which AH and 2SER can collaborate on future fundraising activities, I will be meeting with the 2SER station manager in the coming weeks to discuss this further. The 24x60sec ad campaign has been passed to the marketing working group.

#### **3.4.6. Staff Liaison**

- Interviews were conducted for the role of groceries coordinator and shop coordinator (casual).
- SLWG met with the outgoing groceries coordinator twice, called a number of times and emailed a number of times to discuss her role at Alfalfa House.
- A 3-month review was conducted with the manager

#### **3.4.7. Grants (Maurice)**

A new member Nathan Wratten has joined AH and has specifically offered his skills towards writing grants. I met with him last week and he is currently researching grants which can be of benefit to AH.

#### **3.4.8. Marketing**

#### **3.4.9. Website (Maurice)**

Over the last month we have since purchased the new template for our new website, James Templeman is currently building the site. Concurrently the remaining members of the working group are reviewing the existing site content, now extracted in a google doc, and will ensure the content is up to date and relevant prior to migration to the new site.

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

That AH accept the appointment of Rosie Jones, Casual Shop Coordinator effective from 3 April, 2017.

That AH accept the appointment of Lucy Williams Moore, Groceries Coordinator, effective from 24 April.

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

##### **3.6.1. Intercooperation Proposal from Emma Lees - update found [HERE](#)**

#### **3.7. Food Grants**

### **3.8. Workplace Health and Safety**

That the Consent Agenda Items be approved.

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

#### **4. Manager's Report (Maurice, 5 min)**

<https://drive.google.com/open?id=0B7H-3mLd0UT5bXpuc2dNX05kdzA>

Going forward, when payday falls on a public holiday, Maurice would like the pays to go out before the public holiday.

Renata requested an update on the volunteer coordinator. Maurice: Julia is still doing her volunteer hours on the VC role, but is training up Lucy. She has created a group of on-call volunteers. She has been researching tools for rostering.

Renata requested an update on OHWS issues. Lindsay has gone back to Buffalo for now. In terms of prevention, Maurice has a draft review from FTD, and will go through it with staff. FTD were given the previous report of OHWS issues and have made their design with those in consideration.

Victoria requested an update on the end of the subscription fee grace period. Maurice went in with a volunteer through the database to remove the 10% discount from those who have not paid. This means people will notice they are not getting their discount. Since the end of the grace period, two people have at the till, realised that they will lose their discount and have paid their ASF. One person has said they no longer wish to be a member.

#### **5. Finance Working Group**

[March 2017 Treasurer's Report](#)

[March 2017 Dashboard](#)

Katherine noted a correction to the report: Sax is waiting to be contacted to work on the forensic accounting with Maurice.

#### **6. Changes to Sunday penalty rates (Renata)**

That there be no cuts to Sunday penalty rates, despite the Fair Work decision allowing for a reduction. Keeping current pay rates would be in line with our pro-worker ethics, and our operation as an ethical business as stipulated by our objects.

Renata: the cost is about \$9000 per year.

Catherine: As a board member we want to see a profitable shop. But it feels wrong that people are grabbing for Sundays to have enough to live on.

Maurice: The legislation isn't final yet, and it's not yet law that it will come in on July

Jonny: could an enterprise bargaining agreement be considered instead with alternative compensation?

Should this be raised with members regarding the impact on saving (especially in light of need to introduce annual membership)

Victoria: as a directors, we are responsible for making decisions for AH, and we are responsible for the AH finances. It is not unethical to make good financial decisions that affect the longevity of AH.

Katherine: any idea when the legislation will come into effect?

Maurice: can we propose that there will be no changes to staff situation until been through MC?

Catherine: should this be part of annual planning process? Perhaps we employ new people under new situations.

Matt: Can we save money in areas other than staff?

Maurice: Shall I bring at EBA proposal by the end of June?

Katherine: A written proposal, not a preliminary discussion

Maurice: I can provide a written report on progress towards an EBA (to be provided by Maurice) for discussion within a full MC meeting by 27 June.

Renata withdrew her proposal.

Counter-proposal from Katherine: That if and when the legislation changes on Sunday penalty rates, AH will not reduce penalty rates until further notice. Further, that a written report on our progress towards an EBA will be brought back by 27th June.

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

## **7. General Business (10 mins)**

Jonny: Right now we're at a \$2000 profit if you take out donations and the annual subscription fee. We can't predict what our profitability will be until we close out the year on June 30.

Maurice: 189 of the ASF comes from new members. Under the old system, they would have paid a \$20 joining fee, and that would have been counted towards profit. So, if we consider that many instances of the above annual subscription fee replace a joining fee, the profit would actually be \$6000.

Catherine: Changes to the POS? Maurice: Lockable drawers on the cash desk have been added.

Katherine: I would really really appreciate it if reports could come in no later than the Thursday before the meeting.

**Meeting closed at 7:58pm**

**Post-Meeting Check-In**

**Next meeting date: 23rd May**



