

Alfalfa House Members Council Meeting - MINUTES

Date: Tuesday 20 December 2016

Time: 7pm

Location: Newtown Library

Facilitator: Katherine / Jonny

Minutes: Andrew

Timekeeper: NIL

Meeting opened at: 19.08pm

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: Jonathan Green (MC), Katherine Lustig (MC), Maurice Cabrera (Manager), David Mansfield (member), Bruce Diekman (member), Stevie Bee (member), Private Nidipenty (member), Edyta Floras (member), Emma Lees (member), Monika Baumann (member), Andrew McNicol (member), Matt McMillan (MC), Victoria Taylor (MC), Catherine O'Keefe (MC), .

Apologies: Renata Field (MC), David Winterton (MC).

Absent: NIL

2. Approval of Agenda

That the agenda be approved.

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

3. Consent Agenda

3.1. Adoption of Previous Minutes

That the minutes of the November 2016 meeting be adopted.

3.2. Appointment of Chair, Treasurer and Secretary

That Katherine Lustig be appointed Chair.

That Jonathan Green be appointed Treasurer.

That Matthew McMillan be appointed Secretary.

3.3. New members and cancellations

That members with the following membership numbers:

11916 to 11988, with 16 skipped or blank records (11918 11920 11925 11926 11928 11931 11937 11946 11955 11956 11965 11967 11971 11975 11976 11986), be accepted as new members.

That members with the following membership numbers be cancelled:

2816 3132 3197 3356 3520 3922 4226 4970 4984 5517 5604 5712 6141 6290 7021
7100 7274 7581 7650 7656 7747 7797 7853 7876 7942 8152 8174 8224 8247 8423
8438 8504 8605 8782 8785 8810 8890 8954 8968 8974 9134 9197 9205 9250 9261
9275 9351 9357 9413 9472 9506 9535 9651 9751 9757 9762 9764 9808 9845 9942
9944 9950 9983 9986 10002 10035 10040 10061 10088 10104 10111 10130 10135
10150 10155 10156 10157 10158 10160 10165 10166 10170 10174 10175 10180
10182 10183 10185 10188 10194 10196 10198

3.4. Out-of-Session Decisions / Proposals - NIL

3.5. Reports from Working Groups

3.5.1. Governance (Victoria, Renata, Katherine) - NIL

3.5.2. Premises Solutions - NIL (no convener)

3.5.3. Building Website and Other IT (Stevie) - NIL

3.5.4. Marketing (Celine, Suzie)

See Item 5 below

3.5.5. Affordability (Maurice) - NIL

3.5.6. Sustainability (Celine, Katherine) - NIL

3.5.7. Volunteer Engagement - NIL (no convener)

3.5.8. Community outreach - NIL (no convener)

3.5.9. Staff Liaison (Jonny, Renata) - NIL

3.6. Manager's Report (Maurice)

Report [HERE](#)

3.7. Staffing (appointments and resignations)

That AH accept the appointment of Maurice Cabrera, Retail Team Leader, effective from 5th December 2016.

3.8. Deferred Matters / Business Arising - NIL

3.9. Workplace Health and Safety

WHS Site Assessment Report (March 2016) may be found [HERE](#).

Update - A number of staff have had shoulder issues as a result of working at Alfalfa House. Former Groceries Coordinator Monika had a workers compensation claim, and current Groceries Coordinator Lindsay has also developed a shoulder issue. There is an issue with the amount of heavy lifting required in this position. There is also an issue with the amount of typing required with the Point Of Sales (POS) system, and therefore the height of the counter keyboards.

3.10. Fair Trading

- 1) We are satisfied that the co-operative is a small co-operative under Section 4 of the Co-operatives National Law (NSW). Please see the definition [here](#).
- 2) We are satisfied that the co-operative is solvent
- 3) We authorize the filing of the annual report
- 4) No director is disqualified under sections 181 and 182 of the Co-operatives National Law (NSW)

That the Consent Agenda Items be approved.

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

4. Treasurer's Report (standing agenda item) (Jonny) - 15 minutes

[November 2016 Treasurer's Report](#)

[November 2016 Dashboard](#)

November sales have been okay, but not amazing and we expect December to be low as usual as it is holiday season. We are preparing for this, despite supplier costs going high, as we are ordering for December/January.

Forensic analysis continues. There is no clear evidence of theft at this point for our insurance-funded investigators to continue to pursue their investigation.

5. Website - 10 minutes (Katherine / Marketing) Report [HERE](#).

Recommendation: That Alfalfa House use Giga Media services for all website hosting associated services as quoted in the report.

Stevie raised concern about the long term viability of the hosting and the flexibility of the contract. Katherine advised that the hosting is an established service. It is a one year contract, apart from the domain hosting which is minimum two years.

The new website could be set up within a month from confirmation of hosting.

Matt requested that metrics be provided for the term of the contract so we can see how useful the redirect is.

There was some discussion about the value of paying for the .com.au site for redirection. Maurice noted that competitors can take our related domains and redirect traffic to themselves. Bruce suggested that the domain could be purchased and not used rather than used for redirection. Monika suggested that an alternate domain would be useful for testing.

Alternate proposal: That Alfalfa House use Giga Media services for all website hosting and associated services as quoted in the report, subject to:

- Being able to see redirect metrics whenever we want.
- Being able to view the cPanel and monitor the data.
- Confirmation of the need for the DNS support with the redirect address.
- A breakdown of costs.

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

ACTION: Katherine to ask Giga Media / James:

- Will we be able to see redirect metrics whenever we want?
- Will we be able to view the cPanel and monitor data?
- Can we remove the Site/DNS support item for the .com.au domain if it is only to reserve the domain or redirect?
- Can we get a specific breakdown of costs?

6. Annual Membership Fee - 30 minutes (Jonny)

MC previously agreed on an annual fee. MC then announced an annual fee at the AGM, but a member raised concern at the AGM that this was not in accordance with Fair Trading requirements or our Rules.

Jonny has discussed the issue with someone at Fair Trading and obtained advice from our attorney (Norton Rose). The advice is that we may impose an annual fee provided we don't amend the active membership rule or exceed \$20 in fees. This would entail having 'active members' who would not have member discounts because they have not paid their subscription fee. Legal advice also mentioned that our Rules are not consistent with current legislation.

Given that we have approved the fee at the board level and have notified members, we do not now need approval. Discussion was therefore about if and how to implement the fee.

Matt noted that the biggest concern was the possible confusion created for people who didn't want to pay the annual fee but who did want to remain "active members" and who would not get the discount. He asked if it would be possible to impose the fee in the short term and after that we work on redefining what an active member is.

Bruce raised concern about \$20 being too large a fee, and also that some parts of The Rules are inconsistent with other parts. Monika responded that cost options have been explored, that \$20 is low compared with other similar co-ops, and members in the shop seem receptive. The payment is also an opportunity to have important conversations.

Maurice noted that staff are already having many members asking when they can pay the fee, and they believe people are ready. Victoria noted there was a lot of support for the proposal at the AGM.

Jonny noted that our demographic appears to be more money-rich, time-poor members, so that if / when it is rolled out we need to be very specific about reasons, timing and details.

Monika explained that the idea was a system change at the same time for everyone, with options to pre-pay fees, capture old data, and gift fees. There would be no coding costs associated with doing it this way. General proposal is that everybody who hasn't been a member for a full year yet will not have to pay the fee until the following year with everyone else. (eg. Joining December 22nd 2016, will not need to renew on January 1st 2018.)

ACTIONS: Victoria will work with Maurice and other relevant staff to put forward a specific proposal, before the year end, for implementation including a start date and a plan for communication with membership. Others interested in assisting are to contact Maurice immediately. The proposal is to be taken back to MC for approval online.

Meeting closed at 20:54pm

Agenda items deferred this meeting

Keep Treasurer's report as a standing agenda item.

