

Alfalfa House Members Council Meeting - Minutes  
Date: Tuesday 28 February 2017  
Time: 7pm  
Location: Meeting Space, 8-10 Brown Street, Newtown

Facilitator: Katherine  
Minutes: Matt  
Timekeeper: Jonny

**Meeting opened at: 7:12pm**

**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), Emma Lees (member).

Apologies: David Winterton (MC), Stevie Bee (member).  
Victoria Taylor left at 8:06pm.

**2. Approval of Agenda**

That the agenda be approved.

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

**3. Consent Agenda**

**3.1. Adoption of Previous Minutes**

That the minutes of the January 2017 meeting be adopted.

**3.2. New members and cancellations**

That members with the following membership numbers: 11998-12057 with 4 skipped records (12000, 12007, 12019, 12038) be accepted as new members.

That members with the following membership numbers be cancelled: 2985, 3061, 3201, 3426, 6826, 8000, 9027, 9067, 9363, 9866, 10015, 10065, 10259, 10299, 10318, 10322, 10325, 10331, 10337.

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

NIL

**3.4. Reports from Working Groups**

**3.4.1. Governance (Victoria, with Renata and Catherine) - see below, Strategic Plan**

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

Maurice met with Vanessa Cullen from Forward Thinking Design today in the shop, she became a member of AH. I have emailed her the WHS reporting, we discussed all the current issues and she took photo's of the premises. I have asked her to source a solution for our oils shelves, looking at 'The Source' as an option, we will discuss next Wed. Vanessa will attend the next MC and we will provide an outline on how to action the book of work, funding available and priorities.

**3.4.3. Sustainability (David, with Katherine) - NIL**

**3.4.4. Volunteer Engagement (Julia) - NIL**

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

Maurice to confirm a volunteer to convene this working group (Frankie #11887)

**3.4.6. Staff Liaison (Jonny, with Renata) - NIL**

**3.4.7. Grants (Renata) - NIL**

**3.5. Manager's Report**

<https://drive.google.com/open?id=0B7H-3mLd0UT5OXBoS3ZfN1VzdUE>

**3.6. Deferred Matters / Business Arising**

**3.6.1. Finance Working Group to investigate whether we have directors' insurance at present. - DONE, confirmed we have the relevant insurance, see [HERE](#)**

**3.6.2. Maurice to bring a detailed fundraising event proposal to MC by March 2017 - to be completed by March MC**

**3.6.3. Renata and Catherine to take editorial suggestions and work them into a new version of the Strategic Plan for the February MC meeting. Everybody else to submit said suggestions. - DONE**

- 3.6.4. Maurice to report (as part of the Manager's Report) next month on plans for future workshops and other events such as tastings. - **incomplete: plans being finalised, further report coming**
- 3.6.5. Each MC member to identify one item on the Annual Plan (or item that ought to be on the Annual Plan) that they would like to volunteer on. - **incomplete**
- 3.6.6. Katherine to confirm convenor for I.T. Working Group and responsibilities. - **DONE**, Stevie confirms the group is not now required.
- 3.6.7. Katherine to check policies, to confirm limit of Manager's discretionary spending. - **DONE**, limit is \$250.

### 3.7. Food Grants - NIL

### 3.8. Workplace Health and Safety

That the Consent Agenda Items be approved.

Moved: [Name.] Seconded: [Name.] CARRIED by consensus.

## 4. Marketing (Celine & Suzie)

<https://drive.google.com/open?id=0B7H-3mLd0UT5S3F4QjcxZzVjaU>

## 5. Finance Working Group (Jonny, 15 mins)

January 2017 Treasurer's Report

<https://docs.google.com/document/d/1XS4e9SBxQlhh0P1xZ0y0Xj7RQdaw-F1smWm8OV6x8KQ/edit?usp=sharing>

January 2017 Dashboard

<https://drive.google.com/open?id=0B2CzrZkqx6HpSkhrSk5tVEpJS1k>

(See also the Manager's comments from item 3.5 [here](#).)

Maurice believes we need to come up with a plan of how we will utilise the money from the ASF. Katherine believes that should be part of the Strategic Plan. Catherine notes that it has been allocated for capital expenditure. Jonny's view is that all money is fungible, hence there are no real plans -- we don't have the luxury of planning to spend the money at this moment. We have some debts that we should clear before we think about big plans. At the end of the financial year, we'll have a better idea.

Catherine cautions that an OHS audit could be overkill.

Maurice believes that to increase sales we need to improve the shopping experience, including “how to” signage, rather than just writing newsletters. Katherine: There are ideas, some documented, some undocumented and everything needs to be costed and prioritised. Maurice has flagged this for the Shop Refurb WG.

**ACTION ITEM: Victoria to write a reminder for the Annual Subscription Fee deadline, for the newsletter.**

**6. Strategic Plan** (Renata and Catherine, 30 mins)

Time to discuss the draft of the Strategic Plan finalised on Friday. [Link](#).

Annual plan, including actions: [Link](#).

Victoria: In B8, we need to be careful with the word “comprehensive”. Renata: Happy to lose it. Catherine: We used to have “4 year timed survey”.

Victoria: Are the numbers in E4 and E5 aspirational, or actual targets? Catherine: They are actual targets. Maurice: We need to consider the cost impact of that many members using the volunteer discount. Katherine: There’s been a long term acknowledgment that we want more volunteers, because volunteers save staffing costs and also contribute to sales through their own purchases. But we need to understand/investigate exactly what the impacts are. Victoria: The way the volunteer discount is structured imposes a long term financial burden. Catherine: I’ve come to the opinion that it’s about community. Jonny: The discount should be under pricing, rather than volunteering. Maurice: We need to invest back into the volunteers. The benefits need to be invested back into the volunteers, eg by acknowledgment. Renata: E4 and E5 can be dropped, since we don’t need a measurable target, since we know we want to increase volunteers. Katherine: I like a measurable target. Victoria: The measurable target doesn’t help if we have no hope of attaining it. Maurice: We need to get the facts on what the volunteer discount costs us before we put numbers in. Jonny: We can put these numbers in, and change the costs by changing the discount. We do need to understand the effects of increasing the volunteer base. The numbers are there to be any mark, something to compare with to see how we did. Having these targets doesn’t mean we can’t restructure the volunteer discount, and soon. Victoria: I’d be happier with just “increase” rather than numbers. I think restructuring the discount is a long term goal rather than an urgent one. Renata: We could export the actual numbers to the volunteer engagement plan mentioned in E1, and E4 and E5 can reference them. That way, they can be considered more thoroughly as the volunteer engagement plan is designed.

Maurice: Are the percentages in G4 and G5 based on best practices in the industry. Katherine: They’re based on an environmental audit by Celine.

Katherine: “Endeavour” G3 doesn’t belong in an objective. We could have a date by which to eliminate the plastic.

**ACTION ITEM:** All Members Council members to review the documents, and bring questions to the next MC meeting.

**7. Working Group discussion.**

**ACTION ITEM:** Katherine to provide a full list of Working Groups, convener of each group, and brief for each group.

**Meeting closed at 9:01pm**

**Agenda items deferred this meeting**

**8. Online communications and data management. (Renata, 15 mins)**

For agreement: How the following will be managed by MC to ensure clear communication and easy access to files:

- Common Gmail account
- Discussions by email
- Files
- Other data online



