

**Manly Food Co-Operative**  
**Minutes & Action Items**  
**17 May 2016 - Start: 7:10pm Finish: 9.05pm**

**Present:** Anouk Lee, Miriam Rihani, Matthew Cumberworth  
**Apologies:** Mark Kelly, Belinda Elworthy, Sarah Keast, Celine Goetz  
**Invitees present:** Sam Milho, Louise Hall

**Who**

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|---|--|---|
| <b>1. Prior meeting minutes</b>   | Reviewed prior meeting minutes. Carry over items are included below (marked C/O)   |   |
| <b>2. Financial statements</b><br>P & L   | LH talked to April financial results. Noted improvement in sales & memberships during the month<br>Following areas are under review:<br>- COGS, inventory, Vend to Xero reconciliation of those<br>- members capital   | LH & AL<br>LH & MK                        |
| Accounting basis  | Agreed to move to a full accrual basis of accounting   |   |
| Anzac Day trade<br>F&V sales  | Reviewed Anzac Day trading results and noted small profit for the day, confirming decision to open for public holiday<br>Review F&V sales trend and noted sales uplift following F&V upgrade review by SM, KS, CG & new VM   |   |
| <b>3. Cash Flow</b><br>Cash flow forecast   | Reviewed cash flow forecast and agreed on following work to close gap in cash flow<br>- large supplier payment terms review / renegotiate to 30 days<br>- email to all members<br>- cost review --> minimum sales & margin review<br>- newsletters to highlight F&V upgrade and new seasons products<br>- new marketing director with skill set for retail sales marketing | AL & CG<br>MK<br>MC & LH & AL<br>BE<br>BE |
| <b>4. Buying Department Update</b><br>Product manager maternity leave<br>Co-Op bags<br>F&V upgrade<br>F&V box research        | Discuss with CG role responsibilities and interim replacement. Reviewed email from CG with transition details<br>Understand from CG order timings & deposit placement vs 20th birthday ticket sales to match cash flow<br>Noted with thanks the work done by the team to improve quality from supplier and display of F&V<br>Agree to put on hold                          | AL<br>AL                                  |
| <b>5. Shop Coordinator's report</b><br>No matters to report<br>C/O Staff Exit Security  | Set procedure up for once Staff Exit. Changes  | SK  |
| <b>6. Marketing Update</b><br>Events<br>Newsletter going out.<br>Recruiting a new Marketing Director                          | May - Jo's Herbadashery, another quality & valued event. Next event June 23 "You and your food"<br>Thursday<br>Recruitment in process  | BE<br>BE                                  |
| <b>7. Governance Update</b><br>No matters to report   |  |   |
| <b>8. HR Update</b><br>No new matters reported<br>C/O Internships<br>C/O Volunteer Structure<br>C/O Volunteer Induction Video | Sarah investigating this style of resource - ICMS - Master Student<br>New a good program in place<br>To be in put in place.  | SK<br>SK<br>SK                            |
| <b>9. Operations</b><br>Air conditioner - Council request   | Matter now closed with Council. A/C can remain in place. Structural engineers report has been obtained.  | AL  |
| <b>10. Other Business</b><br>C/O Sustainability<br>Stock take   | Sarah interested in joining the board and helping us understand Stainability for the Co-Op.<br>Planning required for End of Year Stocktake   | BE Intro<br>AL & LH & KS & SM             |
| <b>11. Next BOD meeting</b><br>21 June  |  |   |