

Manly Food Co-Operative

Minutes & Action Items

22nd March 2016 - Start: 7:10pm Finish: 8.57pm

Present: Mark Kelly, Anouk Lee, Miriam Rihani, Celine Goetz, Sarah Keast, Matthew Cumberworth

Apologies: Fiona Long,

Invitees present: Katja,

1. Carryover from prior meeting minutes

Road Map Meeting

2. Accountant Recruitment Update

Recruitment of Accountant - 5 in total so far (Kel and Matthew to Interview)
Pay rates and staff structure - Change structure - Update to the Co-Op -

3. Buying Department Update

Mid Store Display in place now. A few items needed to fill it up.
F & V section - Looking at new suppliers - Eco Farms needs held accountable or to be replaced due to poor performance.
SLUGs - monthly review of slow moving goods

4. Shop Coordinator's report

Request from members to drop off glass bottles
Display is working well.
Asher and casual getting to do lists

5. Financial statements

Payroll Approval - system in place
Invoice Approval process - Now in place
New Vendors - Will be set up prior to first order being placed with Supplier
Matthew to examine the reports and request some changed

6. Marketing Update

Prototype Brouchure - look great.
Visual Merchandising - Special Report from Professional
Newsletter going out.
Marketing team catch up - 12 people in the group now.
More events planned
20th Birthday Party in July
Market Bags - Set up now ready to order.
People of the Co-Op Program - Co-Ordinator needed

7. Governance Update

Update to register of Directors
Annual report sent
Insurance Audit - Kel to end policies

8. HR Update

Payroll Update - Better system of approval required - XERO matched to roster adjusted by Katja or Sam and approved by Sarah
Internships - Sarah investigating this style of resource
Sunday Opening hours review - move to 10 - 4?

9. Operations

Air conditioner - Council request.
Katja - Food Safety Supervisor qualified

10. Other Business

Sustainability - Sarah interested in joining the board and helping us understand Sustainability for the Co-Op.

11. Next BOD meeting

19th April

Who	When	Status
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ALL	NOW	DONE
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MK		Open
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CG	Ongoing	Open
CG	Ongoing	
Katja and CG	Ongoing	

Katja
Katja
Katja

MK
MK
MK
MC

BE
BE
BE
BE
BE
BE
BE

MR	April	
FL		
MR		

SK
SK
SK

AL, MK, MR

BE Intro