

Open True Food Committee Meeting` Minutes Monday 22 February 2021 8 pm

Welcome to Michael, Helga, Becky, Angela.

1. Apologies – none received.

2. Minutes of the last Open Meeting on 25th January 2021 approved with 1 amendment to the wording of item 7.

3. Proposal to co-opt Becky Beechen as a committee member was unanimously agreed. Proposed by Caroline
Seconded by Helen.

4. Management accounts for January. Penny gave 3 figures from 3 stock values for the cost of goods sold, namely EPOS, Invoices raised and Estimated.

Francis proposed that Penny be asked to provide the management accounts as provided previously using the ‘estimated stock figure’ as the main marker and the two other stock figures (EPOS and invoices raised) to be included as an appendix.

There was one vote against the proposal; the rest of committee voted for the proposal

5. Adopt a Budget for 2021.

There were 2 possible budgets to choose from based on actual markup of 42.2% average over 3 years.

1. £525 K which would put the business at a slight loss
2. £550 K which would make a small profit.

A discussion followed with Becky suggesting that it would be much easier to set the budget if the Business Plan was in place. Committee agreed to a temporary budget with a review in June.

Ideas for increasing sales discussed with the shopping experience flagged as important, and online shopping another option although Michael pointed out “picking’ orders is hard work.

David agreed to check out some costings (are the EPOS monthly support charge and the Microsoft Business 365 subscription are included in the costings) with Penny.

A provisional budget of £550K was agreed.

EPOS. David presented his update. Everything is going very well although not very fast, which is to be expected as staff are doing the work on EPOS in addition to their normal work.

Rebecca is doing very well and working with Dan who is very pleased with her input.

Pack sizes are still to be put onto the system and when that is completed, big orders need to be tested.

Penny has done some work for her finance reports, and VAT needs some work on it.

David last spoke to Dan a few days ago who thinks we are about half way to 'go live' and hopefully in 2 months the system will be ready to be tested from end to end and fix any problems. Dan will then bring the other terminal, and help to set it up.

6. Process for devising a new Business Plan for True Food

Francis thanked Angela and Becky for developing a process chart and talking us through it. Francis will send out a consolidated version of the Business Plan Review by the weekend.

7. Agree the agenda for the members' meeting on March 10th.

- Francis and Angela will work on an agenda tomorrow.
- David agreed to put a simple finance report together for the meeting as he will not be able to attend the meeting.
- Only those who have renewed their membership will be invited to the members meeting.
- Angela plans to chase up a few members who have not yet renewed.

8. Business development lead report.

- a) Angela presented her reports which included the shop manager and buyer reports. The meeting agreed that it is very useful to receive reports across the board and it is very important to recognise everyone's progress.
- b) Angela told us that there have been 71 members renewed, 20 outstanding, 6 new members. Francis said it would be good to introduce any new members at the members' meeting.
- c) There was a discussion about the feasibility of the working groups - Francis highlighted groups that did not have a committee member yet.
- d) There is to be a small Fairtrade promo, and the Easter Eggs are ordered!
- e) Angela is exploring a collaboration with RISC to create a map of independent food stores in the Reading area.
- f) Asbestos. Cathy has asked Reading Council to take responsibility for the asbestos which needs to be dealt with before any new lighting can be installed. The best option seems to be to board it over, which avoids having to rip it out creating a lot of upheaval and mess.
Angela will check if boarding is acceptable to the lighting company
- g) Leaky roof. One problem has been identified and rectified with glass reinforced plastic (aka fibreglass) however there are hairline fractures over the entire roof. Angela has obtained an estimate to repair the roof, and the committee agreed the repair should go ahead with the estimate of £360.

- h) Self managed team. Angela reported there has been two good training sessions with Marlie.
Angela has written a paper about Self Managed Teams and will circulate it.
- i) City of Sanctuary. Reading Voluntary Action has been approached to recruit a refugee to help in the shop.

9. AGM

- Francis spoke about making a few changes and corrections to the constitution such as HQ is no longer at RISC. This needs to be presented to members before the AGM so that it can go to a vote at the AGM.
- Cathy offered to consult Co-ops UK / Governance regarding the process and will share her findings with Angela.
- Angela has asked Greenbroom if True Food could use their premises for the AGM. Greenbroom has agreed in principle but pointed out there is parking for 10 cars only. A discussion followed to identify potential parking places – Liz advised to go and visit in person as it is off a very busy road with few parking options ,if any.

10.Items for March's committee meeting.

Preparations for the new business plan.

Plan the AGM.

11. AOB.

Are Friends invited to the members meeting? Yes but not able to vote, and do receive Pulse.

12.Date and time of next meeting.

Monday 22nd March 2012 7.30pm via Zoom