



ROCKLANDS COMMUNITY SHOP

Minutes of the Management Committee Meeting

7:30pm on Wednesday 8th May 2019

- Present: DS, PR, VM, PD, EJ, AJ
- Apologies for absence: Cath Jones, Josh White
- Declarations of interest: none
- Minutes of last meeting: signed
- Matters arising:

There followed a minor rant by the treasurer over the vitalness of placing all invoices in the Green Box behind the counter. If they need to be taken in the back office, can a copy be made (and marked copy, so it does not get paid twice), and the original placed in the box as it arrives. We have had an excellent reputation for paying all bills promptly, and this gives us credit with suppliers when things go wrong, and we do not want to spoil that. We have lost a discount by not paying an invoice promptly. It also makes it very hard for SAGE to be updated, and if old invoices are not on EPOS we are not selling things at the correct price. This will all be sorted with the work done by JW and other managers on the new EPOS system.

There was also a discussion on the essential opening routine of the shop, which must include opening the flowers and wood and emptying the bin. These are all flags to the customers that we are open and willing and able to sell these products, and add to the attractiveness of the shop. AND do not take a long time. There have been many comments on WTGN box being closed, customers will not ask for plants, but assume we cannot sell them. AJ suggested we have a meeting which we look at the websites of other community shops and see what they are doing and how they are pimping their frontage. And this might inspire us to new enthusiasm. Also discussion on cards which LS had going to take charge of, before moving on to another position. But agreed to wait until new EPOS systems is smoothly working.

Committee member to attend next managers meeting, please let them know.

Community phone sourced for volunteer texting which CJ has already confirmed who is happy to get texts. PR to get SIM card.

DS, CJ and VM to meet soon and sort share record.

- Financial Report

See VM report, and SAGE uptodate and current account reconciled to today, many thanks PR.

- N.B. Members must declare any personal interest in any item on the agenda and state whether they are also prejudiced. In the case of a personal interest the member may speak and vote on the matter. In prejudicial interests the member must withdraw from the room whilst the matter is discussed.

- Managers' Report:

See JW report. Plus big big thank you to JW who worked long hours and very late to bring this new back office and EPOS system off, and managers and all volunteers for all the work put in on the stocktake. Everyone is eagerly awaiting the feedback next time, and the profit and loss reports that we can produce weekly. Maybe this is something to include in 'Shop Notes' so everyone knows how the shop is doing?

- Shop stationery templates: Thanks to DS, who will sort and send all a template to all and produce compliment slips. It should be noted that VM has many RCSL business cards, because she is pants at handing them out.

Note can FB and the website be updated to warn everyone about the change of hours? SB to be contacted.

- Correspondence: none.

- Input from floor:

Chiller discussion, seeing if there was an alternative way of stocking displaying produce.

Discussion on making plant store easier to open.

- AOB to be on agenda and discussed at next meeting: none noted for now.

Closed at 9:15pm, but then spent at least 45 minutes in and around the shop examining various alternative chilling solutions. But there was no wine involved.

- Unless urgent matters arise the next meeting will be held in the Shop at 7.30pm on Wednesday 22nd May 2019