

COCA Core Group Meeting

3 July 2014, 7:15-9.15pm at Caerhys

Minutes taken by	Stuart Johnson
Present	Anthony Bullock (AB), Caz Miles (CM), Dave Livingstone (DL), Dave Thomas (DT), Gill Lewis (GL), Stuart Johnson (SJ)

	Notes	Owner
Apologies for Absence	Caz apologised for Gerald <i>in his absence</i> , taking the Work Camp volunteers for refreshments in Solva!	
Review of previous minutes	The minutes from the previous meeting were reviewed and agreed to be a fair record.	
MATTERS ARISING		
Website amendments	Stuart demonstrated changes made to the website. All points from Dave T.'s suggestions have now been actioned, except putting a gallery page with photos. Need pick of available photos for this.	
	<i>ACTION Email members to request any good photos to add to Gallery.</i>	<i>SJ</i>
Annual Return to Companies House	Stuart has spoken to Rupert, who passed on all information that he had.	
	<i>ACTION Complete Annual Return.</i>	<i>SJ</i>
UNA work camp 2	Travel arrangements were still a bit haphazard but worked ok. The work camp is still in progress, but so far has worked out better than first! Major works achieved. Lessons learned: <ul style="list-style-type: none"> • need more food for next work camp. Didn't ask for donations, so needed to react to buy food at short notice. Caz took money for this from the sales of surplus salad. • Need a schedule of work well ahead of time (10 volunteers at times with WWOOFers!) 	
Green Fayre enquiries	Dave T. got one new prospective member from the 'interested' list from the Green Fayre – difficult to get in contact with many. More important for future events to get phone numbers.	
Plumbers bill	Anthony reported he is still waiting on Gerald to provide payment details for bank transfer. It was agreed to pay this by cheque instead.	
	<i>ACTION Sign cheque for payment of plumbers bill</i>	<i>GL</i>
Members in arrears	Darren Gibbs, Daniel and Serena Flynn, Karen Saunders, Caz said that they hadn't been contacted yet by Gerald as far as he knew.	
	<i>Arrange chasing up members in arrears on membership payments</i>	<i>CM</i>
Accident at recent volunteer day	Caz reported a minor accident on last Saturday's workday: a child was hurt playing with one of the Caerhys farm dogs. Nothing serious, but still fortunate that Karen Thomas was present. This reinforced the need to get first aid training e.g. for Caz.	
	<i>ACTION Update accident book</i>	<i>CM</i>

GROWERS

UNA work camp 3 Arrangements

8 people coming for next group: 5 female, 3 males. 1 is vegetarian and has dust allergy, 1 is allergic to animals(!).

The work camp will take place for 2 weeks from Saturday 19th July to 2nd August.

Food

Need to make better arrangements this time around.

Entertainment

All in hand: Dave T. has arranged another tour of the cathedral; and Rhiannon has said she is happy to take volunteers cliff diving again.

David H. has asked again for bikes from TYF, but not available this time.

<i>ACTION</i>	<i>Sort accommodation for work camp volunteers</i>	<i>CM</i>
<i>ACTION</i>	<i>Ask Andy Dixon for donations</i>	<i>GL</i>
<i>ACTION</i>	<i>Send out (carefully) worded email for donations</i>	<i>DT</i>

Growers' Report Caz reported we were getting a good crop for the veg boxes now, and also selling on surplus salad. There has been £279 in salad sales since beginning of June. Commercial customers were keen on e.g. sealable plastic boxes for repeat purchases in bulk.

There will soon be tomatoes and sweetcorn, as well as beans and cabbages. It was agreed we need to bag tomatoes.

Gill and Caz summarised the good crop so far as reaping the benefit of Caz's early preparations this year, the continuity of seeding, good weather ... and the volunteer weeding.

At this rate, we will face the problem of storage and/or preserving later in the year!

<i>ACTION</i>	<i>Price sealable box for salad sales</i>	<i>CM</i>
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GOVERNANCE AND FINANCE

Cash flow summary Anthony and Dave L. reported that our cash flow situation has improved: we have actually had a month where income exceeds expenditure!

Caz produced receipts for WWOOFers and salad sales, to pass to Anthony.

Caz also queried the need to buy in any more veg (prompted by bill for CM Organics). It was agreed to use up the remaining onions (should last two weeks) then no more need to buy in.

<i>ACTION</i>	<i>Pass salad and WWOOFer receipts to Anthony.</i>	<i>CM/GM</i>
<i>ACTION</i>	<i>Pass CM Organics bills to Anthony</i>	<i>CM</i>

Big Lottery Fund application Dave T summarised his revised draft: this now concentrates on first aid training and especially 'Cartef COCA' (start date nominally 3rd November 2014). David H. said he thought it should be possible to source local roundwood for the construction.

<i>ACTION</i>	<i>finalise draft for Big Lottery Fund application and submit</i>	<i>DT</i>
<i>ACTION</i>	<i>meet to start putting plans together for 'Cartref COCA' and costing</i>	<i>DT,GM, CM,DH</i>

Vegware Fund application Dave T presented a revised draft of the application. It was agreed that we should emphasise the potential benefit from funding in helping COCA get to a sustainable basis.

<i>ACTION</i>	<i>Finalise, redraft and submit Vegware Fund application</i>	<i>DT</i>
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Filling vacant roles Dave L. confirmed he is finally stepping down from membership of the core group – but confirmed he still intends to be actively involved in practical activities (e.g. helping

with the harvest) and is also willing to continue as membership secretary while we actively seek a replacement. He agreed to summarise what that role involves so we could potentially split the role.

Stuart reported that Fiona had also said she couldn't continue as a member of the core group because of changes in her personal circumstances making it difficult at the moment to make core group meetings. This leaves us missing a minutes secretary too for core group meetings, as well as the chairman and company secretary since Wynn and Val withdrew after briefly agreeing to take on the roles at the AGM!

Stuart said that he was willing to continue to chair the core group, but didn't want to be the 'public face of COCA', and he'd also prefer help from someone else to take the minutes rather than combine that with chairing the meeting. He would however be willing to act as company secretary since he got information from Rupert on dealings so far.

Stuart also pointed out that according to our Articles of Association that we need to publicise the possibility of involvement in the core group (and helping with the different responsibilities) to all members – even if it is unlikely that there will be a rush of interest! Several people (e.g. Nathan, Gabrielle, Rhiannon) have though already expressed a willingness to get more involved.

It was agreed that:

- Stuart should continue as acting chairman for the time being.
- Gill would take over as minutes secretary.
- Stuart will organise an email to members to solicit more involvement in the core group.

ACTION Summarise duties of membership secretary

DL

ACTION Email members to solicit more involvement in core group

SJ

Publishing minutes to website Recent emails from recent prospective members have highlighted that some people are browsing the website, and finding e.g. the 2013 AGM minutes that gave an impression of COCA in dire straits. Things have improved since then, but we haven't e.g. got more recent minutes. It was agreed to publish the minutes from the 2014 AGM and general core group meetings.

ACTION Upload minutes from AGM and core group meetings to website.

SJ

EVENTS AND INTERNAL COMMUNICATIONS

Treginnis Fete Gill confirmed that the date will indeed be the 12th July. Dave T. said he will bring all items used at the Green Fayre though he wouldn't be able to make it himself.

*ACTION Contact Les at Treginnis and confirm whether ok to bring pigs.
Create sign up form for volunteers to help with stall.*

GL

GL

WWOOFers leaving party This has now happened already, on the Wednesday night preceding the meeting. Caz reported that a good time was had by all... The core group agreed that we'd like to give Clement and Colline a small present for their extra-special efforts. Caz said that they wanted to go to the Green Gathering with Gerald. It was agreed to fund this from a contribution of £5 each from those present at the meeting, and top up the remainder from COCA funds.

ACTION Liaise with Gerald to buy tickets for the Green Gathering.

CM

ACTION Contribute to price of present for Clement and Colline

All

Harvest Party It was agreed that the event planned for 29th August is more of fund raiser: a "Harvest Party", with the prospect of a members-only event ("Harvest Feast"?) agreed for September.

The Harvest Party will start early (to give some family-friendly time), with pricing proposed as £5 per head, with under 16s free.

Dave T. has sourced bands, along with the DJ from last year, and will liaise with

Noson Allan for funding. He'll also co-ordinate general efforts to promote the event.

Food was seen as a lot of effort last time, but not so profitable, so perhaps could offer concessions to third parties? Rupert and David H. have offered to make pizza again.

Drink: most profit was made on drink sales, especially with some donated beer sourced by Rupert last year.

Caz said we *could* use the same shed as last time, but after storm damage, it needs a new roof! As a contingency plan for wet weather, we could use the stables instead.

Preparation was lots of work last time, so need to get more help this time around.

Dave T. said he would contact UNA again to see about a further work camp specific to the Harvest Party.

<i>ACTION</i>	Contact UNA again to propose further work camp	<i>DT</i>
<i>ACTION</i>	Prompt Rupert to source donated beer	<i>GL</i>
<i>ACTION</i>	Arrange licencing from Council	<i>GM</i>
<i>ACTION</i>	Book bands	<i>DT</i>
<i>ACTION</i>	Start promotion	<i>DT</i>

MEMBERSHIP AND MARKETING

Poster campaign Dave T. has put lots of posters in share shed, for distribution, with suggested areas to target.

ACTION Email members to prompt distribution. *DT*

ACTION Arrange to take leaflets to Ark *CM*

ANY OTHER BUSINESS

HMRC Anthony reported further contact from HMRC querying whether we are still active, since they had no reply to previous correspondence.

ACTION contact HMRC to confirm further action required. *AB*

Building of field shed Caz reported good progress with the field shed that will be used for tool storage and shelter: the posts and floor frame is in. However this has now used up all the spare wood, so we still need need timber for roof and floorboards.

Gill suggested slab wood from Llanycaer. Dave T. may have some contacts with scaffolding companies at work. David H. offered to ask at Travis Perkins in Fishguard.

ACTION Make enquiries to source wood *DT, DH*

Price Comparison David H. reported that now the harvest was coming in, we are seeing a 'spike' in the value comparison versus Tesco organic vegetables.

ACTION Publicise the price comparison on the COCA website. *SJ*

Use for surplus vegetables Caz said he had been given a good recipe from Clement and Colline for tomato sauce! This could be the basis for distributing home-made sauce later in the year as an alternative way of adding value to the vegetable shares during the 'hungry gap'.

More generally, a workshop and/or work day on storing and/or preserving vegetables was suggested. It was agreed to discuss this again in the coming months.

NEXT MEETING It was agreed to hold the next meeting at Caerhys on Thursday 7th August at 7pm for a 7:15 start.
