

COCA Core Group Meeting

30 March 2015,, 7:15-9.15pm at Caerhys

Minutes taken by	Stuart Johnson
Present	Stuart Johnson (SJ), Nathan Walton (NW), Rhiannon Tate (RT), Gerald Miles (GM), Anthony Bullock (AB)

Notes	Owner
Apologies for Absence Anne Curran, Gill Lewis, Caz Miles, Gabrielle Sloane, David Hunter, Dave Thomas	
Review of previous minutes The minutes from the previous meeting were reviewed and agreed to be a fair record.	
GROWERS	
Growers' Report Gerald reported a good turnout (7) at the recent work day. Onion sets were now out in the field; cabbage plants need to be transplanted. The muckspreader now up and running and manure spread. Also chicken manure has been ordered.	
Irrigation Gerald has had another quote for irrigation equipment: £840. Gerald suggested writing to Co-op bank for donation to cover this and sprinkler. It was agreed to go ahead with this spending as a capital expense before the end of the financial year.	
ACTION <i>Write to Co-op bank for donation towards cost of irrigation equipment</i>	GM
Wild flower seed Stuart passed on the issue raised by Dave Livingstone of what to do with wild flower seeds now received for planting. Nathan suggests scarified ground for minimum effort. Gerald suggests planters in old tires. It was agreed to plan a planting event over the Easter school holidays.	
ACTION <i>Organise wild flower planting volunteer event</i>	GM
GOVERNANCE AND FINANCE	
Mailing Lists Stuart asked for feedback on the core group mailing list set up since the last meeting and asked whether the archive of messages should be opened for public access. It was agreed the mailing list was useful (for ease of contacting the group and for referring to previous discussion) but it was decided not to have the message archive open access by default. If anyone wanted to see what is being discussed, the minutes of core group meetings are our legal requirement; beyond that, anyone is in principle able to join or access the message archive on request.	
It was also agreed to set up similar mailing lists for the other working groups.	
ACTION <i>Set up mailing lists for other working groups</i>	SJ
AGM It was agreed to postpone the AGM to 23 April to avoid a (further!) clash with the campaign to Save Ysgol Dewi Sant.	
ACTION <i>Confirm location for AGM and send out notice to members</i>	SJ
Funding opportunities Nathan mentioned access to a list of funding opportunities available, no longer produced but he could source the last released copy. This would be most useful though if we have a 'wishlist' for things to apply for.	
ACTION <i>Source list of funding opportunities</i>	NW
ACTION <i>Compile growers 'wishlist' for funding</i>	GM
Tax return Anthony reported that (with help from the accountants used by the farm) the tax return had been completed, and was glad to report: no tax due!	

Cash flow summary	Stuart proposed to present a cash flow summary at the AGM, specifically breaking down income against expenditure and splitting out income to distinguish membership, donations and profit from events (especially the Harvest party). Gerald requested also including a projection of costs if we paid growers £350/week (per Canalside) and potentially also £100/week for an apprentice.
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ACTION *Compile cash flow summary for AGM*

SJ / AB

EVENTS

Really Wild Festival	Dave Thomas had raised concerns about volunteers available for the Really Wild Festival on 23/24th May. Nathan pointed out that there was a built-in incentive for helping: a free ticket for anyone who did e.g. 2 hours! Stuart agreed to create an online sign up form and liaise with Rhiannon to create a message to members.
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ACTION *Create online signup form and message to members*

SJ / RT

Harvest Party	After positive feedback from last year's event, there is enthusiasm to go 'bigger and better' this year – especially from Gerald! - but concern has been raised about whether we would overstretch ourselves to extend the event to a whole day, or even two days. It was agreed to put this proposal to the AGM.
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ACTION *Present proposal for extending the Harvest Party at AGM*

GM

MEMBERSHIP AND VOLUNTEERS

Membership report	Stuart passed on the summary membership report received from Dave Livingstone: we currently have 23 full shares, 23 half shares and 6 non veg-share members. Two new members were accepted (Stephanie Tyrer and Sam Swift(and one member left (Tom and Emily Blackwell). Additionally one new member (Rupert's sister!) is collecting veg but hasn't yet completed a membership form. Nathan will investigate
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ACTION *Follow up with Rupert's sister for membership details*

NW

Friends of the Earth	Gerald said that plans were underway for two members of Friends of the Earth to volunteers come to volunteer. He asked for an estimate of cost for heating and electricity since this would be covered by Friends of the Earth. It was agreed to estimate half the total cost (since this included use e.g. of shower and washing machine).
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Time tracking	Nathan asked if we kept track of members' volunteer hours for work days and harvest. We don't (for members), but should because this can be useful in grant applications where matched funding is available against which we can count documented volunteer hours of labour.
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ACTION *Produce a simple timesheet for recording volunteer hours.*

NW

PUBLICITY

Website	Gerald asked for training for how to post to the website. Rhiannon offered to organise a training session for Gerald and anyone else interested.
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ACTION *Organise training session for posting to website.*

RT

Country Land Owners Association	Gerald reported that he has just joined the Country Landowners Association, and has been invited to publicise CSAs in the association magazine. He has also been asked to be part of a mentoring team for the Landowners Association CSA group.
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CARTREF COCA

Progress update	Gerald gave a brief progress update: planning enquiries are progressing favourably. Dave Thomas has sourced tires for the foundations and Gerald is on the case with sourcing straw bales. The Cartref group are still having issues sourcing timber.
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NEXT MEETING	It was agreed to defer scheduling a date for the next core group meeting until after the AGM.
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