

## COCA Core Group : July 14<sup>th</sup> 2015

**present** : Stuart Johnson (SJ), Gill Lewis (GL), Gerald Miles (GM), Caz Miles (CM) Anthony Bullock (AB) Gabrielle Sloane (GS), Nathan Walton (NW)

**apologies** : Rhiannon Tate (RT) : Dave Thomas (DT) Anne Curran (AC)

**Member observer** : Rupert Dunn (RD)

1. **Minutes for June** (with spelling corrections) **Accepted.**
2. **Proposed part-time employed person.:**

RD proposed he be considered for part-time employment at COCA from early August, to assist the grower. After discussion about work requirements, cashflow, previous intention to employ an admin assistant, and other contenders for pt employment, it was AGREED that :

- one 8 hour day's work to be paid at £50.00
- a day's paid work per week to be offered to Lesley Davey, as grower's assistant
- a day's paid work per week to be offered to RD for August only, growing and other work
- review the work/cashflow again in September after Harvest Party.
- an Admin worker is a higher priority than a grower's assistant in the long term

**ACTION : CM to talk to Lesley. NW to talk to RD**

3. **Growers Report:** an extremely busy month with very little rain and high temperatures, now changed to cooler and occasionally showery conditions. Watering young crops in the field was needed throughout. Irrigation has been only partially set up; water pressure is very disappointing so that the drip feed system is not yet working as hoped. Taps and hoses out in field a great help compared to last year.

Windbreak netting was put up to create three sheltered cropping areas ... already showing benefits in excellent growth of squashes, sweetcorn and seedbed.

Volunteers from UNA have been mixed : first group excellent and speedy, next group good but slow with disappointing achievement in weeding or planting out. Absence of vols for a week was worrying, but some members responded to help out, for which we are grateful. From now on there is plenty of resident volunteer help from UNA groups and WOOFers.

Buying in now reduced to only new potatoes (local), onions and carrots. plus one exotic veg such as red peppers or courgettes. ... this buy-in policy has kept members interest and we have lost fewer members in the hungry gap than previous years. The hungry gap is over now from mid July as our own field and polly crops come on stream. Tomatoes for everyone from this week!

With membership numbers increasing we are looking to possibly expand the cultivated area next year.

4. **Grower's Pay and conditions:** AGREED to increase pay to £250 per week and prioritise paying a further £25 per week, back-dated to 1<sup>st</sup> July if the Harvest Party is able to boost funds as per current predicted cashflow. Also AGREED that there should be an annual review between grower and a named contact within Core Group. NW to take this role for now.

**ACTION** NW set up annual review with CM

Noted that the Miles family does a huge amount unpaid for COCA eg Gerald with volunteers, or washing and delivering salads, Ann cleaning caravans, sometimes everyone including the children out weeding! Thank you!

5. **Harvest and Distribution :** GL failed to promote Roch and Solva drop points ...sorry. Chance to promote COCA at the Solva Edge Festival in late August. Fishguard drop point members do not pay extra for the delivery, unlike Hwest. They should be charged the extra £4 per month **ACTION** GS AND NW

Salad sales in St Davids have been excellent and brought in over £300 cash so far.

**Finance and fundraising** : 20 people have not yet increased their standing orders **ACTION** : AB GL put letters in this week's boxes, plus send out emails.

Annual return to Company's House has to be done very soon, before August 7<sup>th</sup>. Again AB will ask Bevan and Buckland for assistance. **ACTION** AB

**Membership** : nw PREFERS NOT TO TAKE ON Membership sec role. We still seek a membership sec., as soon as poss to replace Dave L.

Now have 25 large share, 28 small share 2 work share and 6 non-share members = 61 total

**Volunteers** : next 6 weeks we have lots of international students as UNA or WOOFers. All three caravans in use but still on-going problems with gas cookers ... unable to get Corgi gas engineers to come out..

Cleaning of caravans needs attention ... Ann Miles spent hours cleaning after the last UNA group left.

Laminated tick sheet for cleaning tasks for each van needed. To be checked every Friday.

**ACTION** NW and GL

**Proposed** that caravans be upgraded to better bunk accommodation for 2016 AGREED in principle.

Timesheet for all voluntary workers ... yet to be done

**ACTION** RT

### **Events :**

The Harvest Party , August 29th (Saturday of Bank Holiday weekend)  
Bands are booked, plus magician and Tarot reading Gerald working on it  
Publicity needs to be actioned urgently now ... media, posters, roadside signs, flyers

ACTION AC and GS

Licences ACTION GM

Insurance needs extension to cover use of stage

ACTION SJ

### **Cartref COCA :**

successful day setting up foundations.  
no other report as DT couldn't attend.

continueing ACTION DT

### **AOB :**

1. promote membership benefits such as C and M Organics orders and Caerfai Farm cheese and milk to be collected at Share Shed.  
ACTION GL and SJ
2. Put link on COCA web site to TLC composts also for Caerhys pork and sausages  
ACTION SJ
3. **Publicity** : update volunteering info on website (see above) eg RT's interviews with 2014 vols, and the "singing Happy" video from first UNA group ACTION RT
4. Old promotion leaflet needs updating with new figures and drop-off points. DT has a Publisher file (PDF) of the 2014 leaflet, The 2012 leaflet probably with Richard Cotton (Jackie Sime is contact). New poster for local distribution also need.  
ACTION: RT and BR
5. Getty Photo library of Women in the Workplace have approached via AC. We will be able to keep their pix.... a great offer! AS to co-ordinate ACTION :AC
6. Cartref COCA web page needed ACTION SJ
7. Several work groups appear to be in danger of collapsing already ... how to encourage more active involvement of those who had signed up as willing to help , and to reduce load on busy work group leaders.? Any ideas?

DATE OF NEXT MEETING : August 3<sup>rd</sup> at Caerhys 7pm for 7.15pm

### **ACTION POINTS :**

#### **Stuart**

- Cartref COCA web page
- membership benefits on website
- link to TLC composts and other of our trusted suppliers
- insurance for stages for Party

#### **Gerald**

- carryon with Harvest Party prep : licenses etc.
- get caravan plumbing and gas cookers fixed

#### **Gill :**

- promote membership benefits
- promote Solva, St David and Roch areas
- check caravan cleanliness each Friday
- provide foods for UNA camps (**with GS**)

#### **Nathan :**

- talk to Rupert re employment
- set up annual review for Caz
- laminated sheets of cleaning tasks for vols caravans
- charge Fishguard members for drop off at £4 per month. (**with GS**)

#### **Anthony :**

- Company's House report.
- chase up members to increase standing order.

#### **Anne:** (with others in Events Group)

- Harvest Party promotion stuff (**with GS**)
- Getty Photo Library

#### **Rhiannon :**

- timesheet for all voluntary workers
- update volunteering pages on website
- update promotion leaflets

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**ACTION POINTS SUMMARY**

**GERALD** : work with AC on Harvest Party bookings and other prep.

**ANN** :

1. advertise "Save the Date" for Harvest Party local papers/ radio / other media and web site.
2. Getty Photo Library link

**STUART** :

1. promote work group spheres of interest on web site to members.
2. create Cartref COCA page on web site
3. meet as Finance Group to discuss pay increase for Grower.

**RHIANNON** :

1. letters to members re July price increase.
2. timesheet for all voluntary workers
3. create/ improve content of volunteers web apge, to entice more to come.
4. renovate advertising leaflet. (with BR)

**BELINDA** : co-ordinate with RT to renew old leaflets and produce poster.

**NATHAN** ; co-ordinate with RT to update volunteer web site and create volunteer hours recording sheets.

**GILL** :

1. food for next UNA camp
2. first aid kits for caravans
3. crib sheets/ID for tools and crops.
4. (carry on co-ordinating green roof course with Cardiff Architects.)

**Dave T** :

1. carry on with Cartref project
2. Promote end of June workday.
3. enquire for setting up fee-earning courses to teach straw bale techniques.
4. co-ordinate with UNA re long term volunteers from Feb.