

COCA Core Group : September 17th 2015

present : Stuart Johnson (SJ), Gill Lewis (GL), Caz Miles (CM) Gabrielle Sloane (GS) ,Nathan Walton (NW) Anne Curran (AC)

by Skype : Dave Thomas (DT)

apologies : Rhiannon Tate (RT) : Gerald Miles (GM), Anthony Bullock (AB)

Member observer : Rupert Dunn (RD)

1. Minutes for August

Accepted.

2. Growers Report: cold wet end to August, combined with volunteers busy with getting ready for the Harvest Party, meant that field work didn't get ahead as much as wanted. Weeds still a problem. Also summer carrots have been destroyed by a badger. Good yields from salads, broad beans, courgettes, early kale and chard. Concern that cabbages have suffered from early drought and later wet. Polytunnel crops have been excellent: tomatoes, runner beans, cucumbers and lettuces. But we have had to continue buying in onions and carrots. Our own onions will be harvested soon and second crop carrots seem to be doing well. Volunteer labour has been excellent in past month, but as before, too many people diverted to Harvest Party prep. Now have a fifth UNA group for 2 weeks, and will be getting on with "turning round" the polytunnels to winter crops and further weeding and crop harvesting. A WOOFer (Sebastian) has been here for three weeks since party ... much appreciated. Rupert has been working one day a week, which has helped, and Lesley continues to volunteer one day a week, greatly appreciated as well.

ACTION carry on! Caz

3. Harvest and Distribution :

- GL still failed to promote Roch and Solva drop points ACTION :GL.
- Fishguard delivery charge to hub not implemented as all were members who could pick up from farm. New members will be charged £3 per month. Same for Large and Small shares.
ACTION : Dave L or SJ :change on-line joining forms and add note to any existing printed joining forms.
- Salad sales accounts were presented showing value of £1736.00 over 5 months selling to cafes and shops in St Davids. (Cash used to fund WOOFer weekly subs and UNA camp food.) Accounts were presented

4. Membership : balance stayed the same this month. (55 total) Now have 6 members in Hwest and 5 in Fishguard. We need to find a new Membership Secretary urgently ... DL has been patient for long enough!
ACTION ; ALL find replacement Mem Sec.

5. Finance :

- Treasurers report for Harvest Party shows an estimated profit of £2, 127.35. So No1 account is looking healthy, as forecast.
- Tax will be paid in January and has been accounted for.
- A number of members have still not increased their monthly standing orders. ACTION NW to assist AB with Mail Chimp note to them, plus individual reminders in their share boxes.
- discussion as to whether COCA can afford to rent the whole field. Decision deferred to next meeting, with more information. ACTION : CM + SJ to calculate extra acreage and cost.

6. Volunteers :

- use of WiFi by vols can be a problem, poor signal. UNA groups in particular have problems as they are only in UK short period so dont buy new phone or SIM catd.
ACTION : NW to find improved options for next meeting
ACTION : NW put note on WOOFer web page on WiFi access
- caravan conditions: Ann Miles has done many many hours cleaning caravans after volunteers have left. Unacceptable (but grateful thanks).
ACTION : GL cleaning checklist for each van and will check the vans weekly.

7. Communication with Members :

- feedback about likes and dislikes of veg and varieties. Suggestions box? Questionnaire?
ACTION : GS + NW format for next meeting.
- more links to members ... news of Core decisions, newsletters, growers report, etc Find a volunteer to do it. Is the Vegware monthly report still being done (Is Vegware still paying COCA?)
ACTION : find a volunteer to do newsletters and blogs

8. **EVS volunteers** : lists of applicants have been circulated and will be provisionally assessed by everyone by Monday, for setting up Skype/telephone interviews later next week. ACTION DT Michi will be along to our next meeting to go through the way this award should be carried through on our part. for example dedicated accommodation for the volunteers is essential condition.

9. **Cartref COCA** : DT has been working on all costs to build the shell at least, given present plans, in region of £9600, of which we only have £6850 at present. Further £1500 needed as well to finish off, fit out, supply electric and water. .Green roof is the costly item ... could it be crowd funded?.Do we need it? Yes we do. We can satisfy the terms of the Lottery grant by November with the existing funds. Harvest Party profit could go towards green roof and other materials ... but only if we have no other large equipment needs for growers or caravan repair.

ACTION AC to check out crowd funding for roof

ACTION DT continue with CC build.

10. Employing admin and grower assistants :

- Rupert request for raise to £60 per day for one day a week as growers assistant not accepted. retain at £50 /day if acceptable to him , but offer free veg through the work share scheme. When EVA people arrive in February then the work will be reviewed.
ACTION : SJ give decision to RD
- part-time administrator post... should we create such a post? Yes if possible and the right person available. It can be afforded, possibly, but leaves funds very low in April.
ACTION SJ to draft job description

11. AOB

1. carbon footprint for COCA ... deferred
2. buying new equipment for growers ... deferred
3. Harvest Party analysis : was it the right date? would the Friday have been better after all? .. it clashed with several other local Saturday night events. But the Bank Holiday Saturday did bring visitors in.
 - was the ticket price too high? families felt there wasn't enough laid on during the day to warrant the price.
 - more childrens' and family /craft activities needed during day and early evening.
 - we need to do much more to make it a COCA promotional event as well.
 - talks were not promoted enough before the event
 - there was too much choice of beer and too many casks were opened at one time. The unopened casks were not returned to brewers ... we lost money needlessly on the beer returns.
 - the Friday ceildh was really appreciated by volunteers and the farm ... laid on for the select few and not advertised (and paid out of salad sales) Great... but can we afford it?
 - the raffle was not promoted or organised until the last minute so we made very little , whereas previously it had made nearly £100.
 - the food was excellent, thanks to Rupert, the Miles family and the salad makers. The Lebanese street food stall was almost too popular and took trade away from the Caerhys pork (and they didn't pay for their stall or give a donation)
 - somehow we need to get the organisation started much much earlier in the year, with a small dedicated team developing the event throughout and taking responsibility.

Date of next meeting : to be confirmed

Harvest Party 2015 : Treasurer's report, early Sept.

Income

| | | |
|------------------|----------|--|
| TYF Sales | £440 | |
| Gate sales | £2240 | |
| Friday night bar | £75 | |
| Stable bar | £663 | |
| Shed bar | £1443.90 | |
| Salad bar | £154.40 | |

| | | |
|-------------------|-----------|--|
| Total counted | £5,016.30 | |
| Less float (£300) | £4,716.30 | |

| | | |
|--------------------------------|-----------|-----------|
| Paid into bank | £5,376.15 | |
| Less float (£500) = Net Income | | £4,876.15 |

Expenditure

Paid so far:

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|-------------------|-----------|--|
| Plastic tumblers | £77.98 | |
| Various items | £47.13 | |
| Pontymeddyg Cider | £132.00 | |
| Handmade Beer | £440.40 | |
| Soft drinks | £256.94 | |
| Gethin's Cyder | £400.00 | |
| Ink cartridges | £24.75 | |
| Subtotal 1 | £1,379.20 | |

Paid in cash from takings (and not counted):

| | | |
|--------------------------------|------|--|
| Corinne (cook) travel expenses | £10 | |
| PA hire extra payment | £50 | |
| Nick Davies Security | £60 | |
| French wine | £166 | |
| Subtotal 2 | £286 | |

Still to be paid:

| | | |
|--|------------|--|
| Bluestone Brewing Co (£885.60 less intended 7 returns) | £409.60? | |
| Bands | £770 | |
| Toilet hire | £190 | |
| Subtotal 3 | £1,369.60? | |

| | | |
|-------------------------------------|------------|--|
| Total outgoings (Subtotal 1 plus 3) | £2,748.80? | |
|-------------------------------------|------------|--|

Estimated surplus £2,127.35

ACTION POINTS :

Stuart

- job description for part-time administrator
- calculate whole field acreage and annual rent.

Gerald ... no actions!

Caz : calculate whole field acreage and annual rent.

Dave T :

- continue with Cartref build
- interviews for EVS volunteers

Gill :

- promote membership benefits
- promote Solva, St David and Roch areas
- check caravan cleanliness each Friday

Nathan :

- set up annual review for Caz

- **with GS**) charge new Fishguard members for drop off at £3 per month.
- **(with GS)** update on-line joining forms with Fishguard drop-off price.
- assist AB with chasing members for increased sibs.
- **(with GS)** set up format for member feedback re produce
- look for WiFi options for volunteers.
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Anthony :

- chase up members to increase standing order. (with NW)

Anne: check out crowd funding for green roof.