

Flogsta Food Cooperative in Practice

Flogsta Matkooperativ i praktiken

This document is intended as a guide to members of Flogsta Food Cooperative. It contains information about the groups, our policy of decision-making as well as practical information on how to become a member, ordering, picking up products, whom to contact and how to become a home producer in the Koop.

We see Flogsta Matkooperativ not just as an alternative way of acquiring locally produced products but also as a platform for the Flogsta community to share experiences, make connections to local farmers and build a local network, reconnect to the products we consume and develop as well as realise ideas to contribute to a more sustainable way of living.

Welcome!

Enjoy reading this document

Local Hugs, Flogsta Matkooperativ and Community group

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1. Practical information

1.1 How to become a member of the Flogsta Matkoop

The Koop is open for everyone, as we see it as a participatory project with as little rules and barriers as possible. It works, in the end, because we trust each other. You are not supposed to sign a written agreement because we believe that everyone acts carefully and is responsible for the food he or she orders. The most important “requirement” to become a member is therefore to simply be aware of this free agreement of all members in the Koop.

In addition to that, everyone who is interested in joining the Matkoop should come to the **second Vegetarian Monday of the month** when the Matkoop delivery arrives. It is also when the Vegetarian dinner is made out of koop products and is shared by a lot of its members. The best way to get in contact is thus to come by and meet the people who actually ARE the Matkoop! Then a member of the community group will introduce the Koop: what it stands for, how it works and also where to find the cellar. He or she will also send you this document for further information.

If you cannot attend or wait for the second Vegetarian Monday of the month, you can also write to the public e-mail list of the Matkoop (flogstamatkoop@transition uppsala.se). In this case you can arrange a meeting with a member of the community group at another Vegetarian Monday or a different date.

Everyone who thinks that the Matkoop is a good thing (and we hope that every member does so :-), should feel free to promote it. Right now, we think the best way is to let the Koop grow organically and to share it by word of mouth.

1.2 How to order

When it is time to order, you will receive an e-mail from the Order Group with a link, preceded by: “to place an order, please, click on this [link here](#)”. This link leads to a google spreadsheet document where you can find information about all the products in the comments in the left column.

Write your name in one of the empty green columns and start placing your order. Always check the package size of the product you want to buy: there are kilograms (kg), liters (liters) and pieces (pcs). Please only order full amounts of products. When you are finished you can see the total amount of your purchase (in SEK) at the top of your column. Note that there is an order “fee” of 10 SEK which also contributes to the Koop’s ability to pay its providers in advance.

The order sheet is accessible and editable by everyone who owns the link. That means that every change you make in the document will be effective and visible for all other koop members. So please place your order carefully! The Order Group usually sends out the order sheet on the Friday of the first week of a month. Then you have time until Monday to

enter, change or delete your order. After that the spreadsheet will turn red - the order is closed and no changes are possible anymore.

Payment:

Please, make the payment to our JakBank account either immediately after placing the order or latest on Tuesday when the spread sheet is closed. The Finance Group will be very happy if you could write your name (or your member number) in the transaction note. That makes it easy to allocate the payments to the right members. The Koop account number is:

Clearing number: 9549

Account number: 1033959022

IBAN: SE4195000099603404062857

BIC: NDEASESS

Owner: Marja Eriksson

Deposit:

To improve our resilience and make sure our farmers/producers are paid in time, those who want to order on a regular basis are encouraged to make a one-time deposit of 100 SEK. It'll be paid back once you decide to leave the koop. You can make the deposit-payment together with your order payment/transfer.

In case of any questions about the Spreadsheet or order, please, contact the Order Group by mailing to flogstamatkoop-order@transition uppsala.se.

1.3 How to pick up products

All products will be delivered in the days after the order is closed and you will receive information about what is arriving in the cellar. The vegetables are usually delivered on the Monday one week after the order and are brought directly to the community building at **Flogstavägen 45A** where the Vegetarian Monday takes place. You are supposed to pick up your veggies between 18.00 and 20.00 during that day as for now we have no ideal storage possibilities for veggies in the basement. If you cannot come during that time, please make sure that a friend takes care of your veggies. IF you come yourself you are also warmly welcome to the Koop Vegetarian Monday Dinner, which is prepared out of fresh ingredients from the Koop :-).

All non-vegetable products are delivered to and stored in the storage room of **Flogstavägen 93F**. How to get the key, code and access card to the cellar will be explained by a personal meeting with any of the other Koop members. You will find the goods on the third corridor, all the way in, stacked on the shelves. Here they are durable but please note that all products which are not picked up within a month get sold by the Order Group so it's good to do it soon (you wanted to eat them anyway, no? :-).

1.4 How to get in contact with the Matkoop

The Koop is made out of a lot of people and it can be difficult to see who is in charge of what. However you can always remind the following: **your problem or request will be addressed the sooner you write to the right person or working group**. Try to take the following steps:

1. **Write to the working group e-mail address.** Your message will then be sent to all the members of this group and you will get an answer as soon as possible:
 - a. flogstamatkoop-cellar@transition uppsala.se
 - b. flogstamatkoop-community@transition uppsala.se
 - c. flogstamatkoop-finance@transition uppsala.se
 - d. flogstamatkoop-order@transition uppsala.se

In case you are not sure about the right working group, or you want to reach someone specific:

2. **Write to the public e-mail address of the Matkoop:** flogstamatkoop@transition uppsala.se. Your request will be read by a member of the community group who will forward your request and creates the contact between you and the right working group or person.

Please ONLY write to the general mailing list if you REALLY want to contact ALL members of the Matkoop: flogstamatkoop-list@transition uppsala.se. Please note that there are more than a hundred people on the list who like to receive more or less information by the Koop. So use this way of communication carefully. Broader issues are best discussed at the Matkoop meetings every two months, or in the [Matkoops facebook group](#) and can always be submitted to the community group.

1.5 How to become a home producer

Flogsta Matkoop is not only an arena for network with local farmers, but also a place for us to share stuff with each other! Therefore we invite you all to start selling self made food etc. through the cooperative!

For new home producers:

Before each order the new spreadsheet for the next order is created by the order group and sent to everybody. In the Spreadsheet you can first read the "Info to Home Producers" tab (at the bottom left) and follow the instructions there. A short summary of the function: enter your product at an empty row at the bottom. Don't forget to put in details about your product. Also, pick a "origin" code and write your contact information in the "Producers" tab.

For existing home producers:

In the order sheet (see link below), all products are marked red. Please check your products and remove the red marking when you're done. If you want to remove a product, simply erase the row. (And of course you're more than welcome to add new products, too!) See the "Info to Home Producers" tab for more detailed information. All products left with red marking when the order opens will be removed by the order group.

In case of any questions about becoming a home producer please, contact the Order Group by mailing to flogstamatkoop-order@transition uppsala.se.

1.6 Documents and Links

- [EXAMPLE Order Sheet](#)
This document shows how our order sheet looks like.
- **Flogsta Matkoop - Members and Groups**
You will get access to this document after joining one of the four Matkoop Working Groups. This document has 5 important sheets. Sheet 1: "All Members" - a list with all members of the Matkoop and their contact details, Sheet 2: "Celler Group", Sheet 3: "Community Group", Sheet 4: "Finance Group", Sheet 5: "Order Group". Each group sheet contains the group member names, contact details and tasks for the specific working group.
- [Ethical Policy Flogsta Matkoop](#)
- **Ekonomi Matkoop**
You will get access to this document after you have placed your first order. This sheet contains your balance and will be send to you by the Finance Group after each order. Here you can check the balance of your payments.
- [Matkooperativ Kalendar](#)
Social events, order dates and Vegetarian Mondays organized by the Matkooperativ are included in this calendar. Member of working groups have editing access. If you like to import the calendar you can use [this link](#).
- [Flogsta Matkooperativ on facebook](#)
- [Flogsta vegetariska måndagar on facebook](#)

2. Working-groups

The responsibility for the organisation and running of the koop is shared among all of us who are member in the Koop. To keep the Koop alive and healthy, the Koop is splitted into working groups that will be responsible for different tasks of the organisation. Koop members are encouraged to join one of the 4 working groups.

2.1 Cellar group

group email list: flogstamatkoop-cellar@transition uppsala.se

The cellar group is responsible for the organisation of the storage in the cellar of building 93. Before a new delivery arrives, they check what has been left over from the last order and put it into an extra shelf to avoid confusion and notify the members about the left-overs or decide to reuse/donate unused food before it expires. They make an appointment with the farmer for the delivery, receive the farmer at Flogstavägen 93F and take the delivery down into the cellar compartment. They check the bill and if all goods have arrived and then forward the bill to the economy group, which pays the farmers. They adjust the order sheet if not all items could be delivered and print it out and put it into the basement so that people can check which goods they have ordered. After the delivery from different farmers is reasonably complete, the cellar group notifies the Matkoop members per mail to pick up their stuff or if some food is delayed or could not be delivered.

2.2 Community group

group email list: flogstamatkoop-community@transition uppsala.se

The community group connects the cooperative members with each other and the farmers. Hence, it is the social heart of the Koop.

The community group organizes a “general meeting” of the whole Matkoop every second month, where all issues arising around the Matkoop are discussed and decisions are made. It prepares general documents like the one you are currently reading and asks the general meeting for corrections and/or approval. It sends out the invitations per e-mail and creates a facebook event.

Furthermore, it organizes visits to the farmers, opportunities to meet local producers and invites them for presentations. Community group members are particularly requested to update group members on the facebook page about local events revolving about the local production of organic food organized by other local environmentally concerned groups, UU, CEMUS or SLU.

The community group is responsible for the coordination of the Vegetarian Monday on the Mondays after the delivery. On these Mondays the cooperative members cook and eat together with anybody participating at the Vegetarian Monday, mingle, socialize and pick up the freshly arrived food either directly at the dinner (mostly vegetables) or at the basement.

New members of the of the Matkoop are especially encouraged to join the community group so that they get directly involved in the social activities of the Koop.

The community group answers e-mails sent to the public e-mail address of the Matkoop (flogstamatkoop@transition uppsala.se) Furthermore, the community group administers all general documents on google.docs, facebook or dropbox. Concerning PR, the community group advertises community events and general meetings on Uppsala Miljö Kalendarium, promotes the Matkoop at local events revolving around organic food and recruits new members via the facebook group and lists to sign up for.

2.3 Finance group

group email list: flogstamatkoop-finance@transition uppsala.se

The finance group keeps track of the Matkoop's finance's with the help of spreadsheets and pays the suppliers. They check every month if all members who ordered have paid for their orders or have enough credit in their account and send a list with names and balances to the group members to enable all members to check their balance (document: Ekonomi Matkoop). Reminders are sent to those who have not payed about a week after a delivery and follows up until all payments are made. Help is provided for people who are confused about how and how much to pay. Finally, they pay all external farmers/suppliers in a timely way, after the order has been delivered.

The finance group reports on the general meetings to the Matkoop about the financial standing of the group, for example the number of members, the account balance, the net worth and approves any significant spending on behalf of the group.

2.4 Order Group

group email list: flogstamatkoop-order@transition uppsala.se

The order group collects and places orders and communicates with the suppliers/farmers. First, they ask all Matkoop members if someone wants to sell home produced products at the next order and ask the farmers if the prices are still valid and if the products are in stock. Then they send an e-mail with a link to an updated spreadsheet for the orders to the members, inform the members how to order and notify when the order will be opened per e-mail and facebook. On Sunday, a reminder is sent out per e-mail. On Tuesday morning they close the order by writing "order is closed" in red into the order sheet, as well as making a safety copy of the sheet on dropbox. They check if the orders are within the minimum and maximum requirements and notify the members by e-mail if problems arise. Then they order from the farmers and ask for the confirmation of the delivery times. They forward the order confirmations to the cellar group and ensure that the farmers know the names and phone numbers of the members of the cellar group, who are going to accept the delivery.

3. Meetings and Decision-making

General meetings are meant to help create an understanding and improve communication between members and working groups and within working groups to improve the cooperative's performance. Decisions in the Matkoop are generally made during general meetings. Decisions concerning working groups can be made within the working groups.

3.1 General meetings

As mentioned earlier, the community group calls for general meetings every two months. Every members of the Matkoop, old or new, everybody who is interested in the Matkoop as well as farmers are welcome to general meetings. A general meeting creates a space and the possibility for each working group and individual to share everything about the current situation of the Matkoop, arising issues or thoughts, concerns or problems. Improvements of the situation are open for discussion among all and together we try to come up with a possible solution. In case decisions have to be made we strive for a consensus between all of the people who are present at the meeting. That means we try to find solutions which have the agreement of everyone who is present. If someone can absolutely not accept a solution, negotiation and adjustments have to be made to meet the concerns.

Note! Decisions about the Matkoop are made by the people who are present at the general meetings. Therefore it is important that you come to meetings when you want to improve the Matkoop and make it to what you want it to be.

In case huge decisions have to be made, we try to inform members in advance. That gives everybody the possibility to submit concerns, suggestions or thoughts to the community group (flogstamatkoop-community@transition uppsala) before the meeting. We try to take these replies into account during the meeting.

3.2 Working group meetings

Each working group has a role and special tasks which keep the Matkoop running. Therefore, working groups are encouraged to constantly improve and redefine or define their tasks and to improve their collaboration with other working groups. In which way each working group performs its tasks is up to the working group itself. Decisions around that are made by the working group members on consensus basis. It is suggested that working groups have regular meetings, too.