

PERMACULTURE NOOSA SEED SAVER CO-ORDINATOR PROCEDURES DOCUMENT

1. Provide and maintain a Seed Bank for P/C Noosa members, and the public, to have access to exchange or purchase of seeds at the monthly general meeting **and at designated venues.**
2. Organise a group to do the hands-on activities that enable the Seed Bank to be stocked.
3. Set up protocols and guidelines for the managing of the group and Seed Bank.
4. Establish a list of tasks for group members who wish to assist.
5. Order Seed Savers' Handbook by the Fanton's when needed.
6. Maintain income and expenses records and liaise with the Treasurer.

TASKS

SEEDS

- Accept donated seeds.
- Ensure it is labelled by the person donating the seed.
- Accept seeds from organically grown methods.
- Check the stage of saved seeds. e.g.: does it need processing to extract seed from plant material?
- Take to SS group for processing.
- Record donated seeds on Seed Register on Dropbox.
- Keep a record of what has been donated.
- Decide on what info to include on the envelope; number of seeds per packet.
- Prepare seeds for packaging.
- **Provide 'Type of Seed' tag in a snaplock bag for the bulk seed storage.**
- Take box of "For packaging" seeds to SS group meeting.
- Prepare assignments for the group to take home. e.g.: seeds to package, research seed info to enter on seed register; carry out viability tests when necessary.

SEED BANK

- Store Seed Bank and excess seeds.
- Take to P/C Noosa meeting.
- Take to Seed Saver group meeting.
- Have it available for events and expos (you don't have to attend, volunteers at the stall can look after it)
- Two mini **and two large white seed box** displays are available.
- **Seed bank Coordinator is responsible for organising** all displays **and** restocking from Seed Bank at P/C Noosa meeting and collecting takings. **The takings are** to be included in monthly summary.
- The **two small display boxes** are for **permanent or semi-permanent display in public places** when possible **or used as floating displays** by anyone who wants to share it at an event.
- **The two larger boxes 1 and 2 are for mobile storage and display/sales at Permaculture Noosa, Seed Saver monthly meetings and or larger one time events.**

FINANCES

- There are two spreadsheets – A monthly income sheet and **an annual income report provided to committee.**
- Complete the monthly one and give a copy and cash to Treasurer at P/C Noosa meeting.
- Print a blank copy and enter income during the month from various venues.
- Keep cash in safe place.
- Before the general meeting add up totals, check all cash and balance.
- **Submit monthly income sheet and money to Treasurer for a signature and receipt at the monthly Permaculture Noosa meeting.**
- **File receipt from treasurer for monies submitted in the Income Work Book Folder kept in the Seed Saver work box**

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MONTHLY SEED SAVER GROUP

- Arrange date and venue.
- Bring Seed Bank and seeds for packaging and processing.
- Envelopes: The seed envelopes, in the Folder '2018 Seed Packets' can be printed and made up as needed for seed to be packaged up by the group at meetings or as assignment.
- Notices for newsletter, info email and website to the Newsletter Editor permanews@permaculturenoosa.com.au DO NOT INCLUDE personal email addresses in any notices due to problems with spam.

PROCEDURES

FINANCE

Monthly income sheet:

Income Work Book:

Using the printed Monthly income sheet enter the figures in the Income workbook.

Show the income for Seed Savers and other products separately as the Treasurer records them individually (i.e. Seed Savers, Recipe Books, and DVDs). At events recipe books and DVD's are usually sold.