



Community Carrot Board Meeting Minutes

Date: August 3rd 2020 (zoom meeting)

Board members present: Kirsten Maguire (KM); Tim Greene (TG); Tracie Byers (TB); Naomi Barnes (NB); Calum Elliot (CE);

Managers and Development Officer present: Helen Muir (HM); Jo Gibson (JG); Hannah Ewan (HE)

Apologies: Sarah Archer (SA); Isobel Knox (IK); David Parish (DP); Charlotte Davey (CD)

		Action
1	Approval of actions from last meeting	
2	Managers' Update	
	Staffing – furloughed staff, accrued annual holidays, staff moving on. Consider wider staffing needs for shop going forward. Job Retention Bonus – re furloughed staff.	Board Managers NB
	Exit strategy - opening the shop with a table at the door is working well. Mask, hand sanitiser, visors all available and people are respecting the social distancing. Sign for people hard of hearing to let staff know / staff can change to visor	Managers
	Work wear – new logo to be used on future hoodies.	Managers
3	Development Officer's Update	
	Electric Van update – finance & model & mileage; location of charging point; possibility of piggy-backing on to Co-wheels booking system for van hire; time frame of delivery	Managers Dev Off
	Hotmeals – scaled back; application in to Dunbar Parish Church to use kitchen	Dev Off
	Remaining funds for Dev. Off post double check	KM
4	Board Actions (Board only present)	
	Procedure for dealing with new shareholders	TB
	Policy development and changes. More discussion needed with complete board.	Board
	Register of Interests to be created	CE
	Minutes governance – draft up template	NB
	Website deep dive – carry forward	
	Cookie management update on website	DP
5	Financial Update	
	Accountant contacted, awaiting response	KM
	Awaiting June accounts	
6	AOB	
	Price List of products for CC website; database to be shared for trial.	NB
6	Date of next meeting	
	Mon 24 th Aug, 7.30pm	

