



# Community Carrot Board Meeting Minutes

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Date: September 21st 2020 (zoom meeting)

Board members present: Sarah Archer (SA); Tim Greene (TG); Naomi Barnes (NB); Calum Elliot (CE); David Parish (DP); Charlotte Davey (CD)

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

Apologies: Kirsten Maguire (KM);

		Action
1	Approval of actions from last meeting	
2	Managers' Update	
	Saturday openings; strategies in place to tackle dip in box sales; contacting customers to join regular box scheme; leaflets re delivery charge increase; water leak in shop.	managers
	Discussion of isolation procedure re Covid. Staff to be informed.	managers
	Customer Survey Results Presentation and discussion. Subgroup to include 2 members of CC staff.	CD and managers
3	Development Officer's Update	
	Electric Van update – deposit made; awaiting funding before purchase and timetable for community hire availability	Dev Off
	Hotmeals – funding has arrived & the future of hotmeals depends on demand.	Dev Off
	Community food projects to be progressed by Iona. Best Start Box; Take and Make bags; Kids Outdoor Cooking at the Ridge;	Dev Off
	Volunteer enquiries: Kids Food Journey – parents not allowed into schools due to Corona	
	Community and third sector stream for emergency funding is open	Dev Off
	Grant for Refillery – not eligible	Dev Off
	Local Good Food Alliance – Outdoor Cooking at Belhaven Community Garden	Dev Off
4	Financial Update up to August 2020	
5	Board Actions (Board only present)	
	New shareholders – database update and management system requirements	DP
	Policy development and changes. Donations; window posters. Wording to be agreed by email. Laminated sheets for info sharing amongst staff.	Board/NB
	Register of Interests to be created update via email	CE
	Rota for Chairing meetings and checking board email	SA
	Website deep dive – scope for website development. Offline subgroup - ongoing	DP; CD; NB
	Roles of the Board – outline for new members	DP
6	AOB	
	Manager update – structure of feedback	DP
7	Date of next meeting	
	Mon 12th October, 7.30pm	

