Community Carrot Board Meeting Minutes

Date: 12th October 2020 (zoom meeting)
Board members present: Sarah Archer (SA); Kirsten Maguire (KM); 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: none

		Action
1	Approval of actions from last meeting	
2	Managers' Update	
	Saturday openings; box scheme capacity; staffing requirements for the next few months; holidays & holiday pay, balancing cash flow and stock ordering	managers
	Recruitment of new 'floating' shop assistant. Hours tbc	Managers/board
3	Development Officer's Update	
	Electric Van update – sort out insurance this week, delivery possibly next week. Meeting required (date tbc)to progress charging spot, 3rd party hire etc	Dev Off / managers
	New trainee started – Iona – to take forward community compost idea and the "Crunchy cook bags"	
	Co-op Dev Scotland PR 30 second video	managers
	Progress 3rd sector funding stream for emergency funding for running costs, Covid related costs.	TG, Dev Off, SA
	New grant stream open for refillery and a cargo bike application	Dev Off
	Local Good Food Alliance – Outdoor Cooking at Belhaven Community Garden first one very successful, next one coming soon	Dev Off
4	Financial Update – awaiting end of month figures for Sept	KM
5	Board Actions (Board only present)	
	Online shop proposal – for consideration after further planning	NB/DP/CD
	New shareholders – database update and management system requirements, issue new shareholder certificates, iron out remaining issues	DP
	Policy development and changes. Donations; window posters. Wording to be agreed by email. Laminated sheets for info sharing amongst staff.	SA/NB
	Complete register of Interests	Board
	Website deep dive – scope for website development. Offline subgroup - ongoing	DP; CD; NB
	Roles of the Board – outline for new members – approval next meeting	DP
6	AOB	
7	Date of next meeting	
	26th Oct for financial strategy meeting / 9th November for board meeting	