



Community Carrot Board Meeting Minutes

Date: 30th November 2020 (zoom meeting)

Board members present: Sarah Archer (SA); Kirsten Maguire (KM); Tim Greene (TG); Naomi Barnes (NB); Calum Elliot (CE); Guest: Paula Gibson - bookkeeper

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

Apologies: David Parish (DP)

| | | Action |
|---|---|-----------------|
| 1 | Approval of actions from last meeting | |
| 2 | Managers' Update | |
| | Christmas openings to be decided | managers |
| | Opening up the shop more to customers: East Lothian is now in Tier 2. The shop will open at the front daily from 2-5.30pm, no selling from the door, screens are in, Scot Gov risk assessment complete. | |
| | 2 new staff members recruited and being trained | managers |
| 3 | Development Officer's Update | |
| | Electric Van – 3 rd party rates of use tbc. | Dev Off |
| | Work out how to process "Crunchy cook bags" vouchers in shop | Dev Off/ Mangrs |
| | Follow up on grant appl for continued funding of Dev Off post | Dev Off |
| | New grant application for refillery and a cargo bike has been sent off - pending | Dev Off |
| | Local Good Food Alliance – 4 more Outdoor Cooking at Belhaven Community Garden are planned | Dev Off |
| 4 | Financial Update – | KM |
| | P&L sheets up to Oct submitted and discussed. PG to attend at the start of each meeting to review figures with board. | PG |
| | RR to submit our accounts - pending | RR |
| | Banking arrangements: free BoS banking ends in Jan. Approach BoS formally for extension to current banking arrangements. | KM |
| | | |
| 5 | Board Actions (Board only present) | |
| | Online shop proposal – advice back requests more detailed figures for submission of grant. | TG |
| | New shareholders – database update and management system requirements, issue new shareholder certificates, iron out remaining issues - ongoing | DP |
| | Policy development and changes. Board to review policies by email and submit any changes to SA | SA |
| | Complete register of Interests - ongoing | Board |
| | CE was proposed and voted in as Chair of the Board | |
| | Draft management performance policy | NB |
| | Draft Recruitment procedure for new board members | SA |
| | | |
| 6 | AOB | |
| 7 | Date of next meeting | |
| | 14 th December – (invite RR) | NB |

