



# Community Carrot Board Meeting Minutes

Date: 11<sup>th</sup> January 2021 (zoom meeting)

Board members present: Sarah Archer (SA); Tim Greene (TG); Naomi Barnes (NB); Calum Elliot (CE); David Paris (DP); Kirsten Maguire (KM)

Guest: Rosie Jack from Easter Kellie Farm

Managers and Development Officer present: - Helen Muir (HM); Hannah Ewan (HE)

Apologies: Jo Gibson (JG)

|   |  | Action          |
|---|--|-----------------|
| 1 | Approval of actions from last meeting  |                 |
| 2 | Rosie Jack gave us a talk on using Open Food Network   |                 |
| 2 | Managers' Update   |                 |
|   | Lockdown no2: serving 10am-3pm at the door; staff wear masks all the time now; holiday pay; busier than a normal January; Saturday figures are up; new staff settling in well; staff furlough – request staff write to board to explain situation. | managers        |
| 3 | Development Officer's Update   |                 |
|   | Refillery: employer's liability insurance for deliveries – check this is sufficient  | Dev Off         |
|   | Cargo bike: storage; insurance; helmet;  | Dev Off/ Mangrs |
|   | Submit grant appl for continued funding of Dev Off post when Nov figures are in  | Dev Off         |
|   | Local Good Food Alliance – 4 more Outdoor Cooking at Belhaven Community Garden are planned   | Dev Off         |
| 4 | Financial Update –   | KM              |
|   | The accounts were signed and submitted just before Christmas   |                 |
|   | Request Nov P&L figures & management accounts  | KM              |
|   | Banking arrangements: free BoS banking ends in Jan. Approach BoS formally for extension to current banking arrangements.   | KM              |
|   | Create an audit trail of bank transactions on CC drive   | KM              |
| 5 | Board Actions (Board only present)   |                 |
|   | Online shop proposal – Covid Recovery Fund application – TG due to speak to business development adviser about developing application  | 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 - ongoing   | SA              |
|   | Performance management policy – adaptation required  | DP              |
|   | Draft Recruitment procedure for new board members - ongoing  | SA              |
|   | Review constitution before AGM for any amendments  | Board           |
|   | Check out how to use Eventbrite to invite shareholders to AGM  | NB              |
|   | Put out a call for new shareholders  | NB-> Dev Off    |
| 6 | AOB  |                 |
| 7 | Date of next meeting   |                 |
|   | 25 <sup>th</sup> January 2021 – Board only   |                 |